Manual 24

Washington Coast Restoration and Resiliency Initiative Grant Program

November 2025

Table of Contents

Grant Schedule

Task	Date	Description
Grant Round Opens	**November 3, 2025**	Applicant submits Conceptual Project Form to Coast Salmon Partnership Salmon Recovery Portal technician.
Application Workshop	**November 13, 2025**	Online workshop provides information on how to apply.
Initial Complete Application Due	**December 9, 2025**	Applicant completes application and submits in PRISM.
Eligibility Notification	**December 22, 2025**	RCO notifies applicant whether project meets minimum eligibility standards.
Application Presentation	**February 2-6, 2026**	Applicant presents project to the Technical Review Panel.
Site Visit	**March 2-6, 2026**	Technical Review Panel visits subset of project sites.
Review Comments Sent to Project Sponsor	**April 3, 2026**	RCO sends Technical Review Panel comments to applicant.
Final Revised Application Due	**May 14, 2026**	Applicant submits final application with responses to comments in PRISM.
Project Scoring and Ranking	**May 15 to June 18, 2026**	Technical Review Panel evaluates the project and develops a ranked list based on the evaluation process.
Draft Investment Plan Submitted and Sponsor Notified	**August 30, 2026**	Applicant notified of the project ranking.
Funding Notification	**July 2027**	Legislature awards funding, through the capital budget.

Section 1: Introduction

This section covers the following:

- ✓ The grant program
- ✓ Partner roles
- ✓ Where to get information

About Washington Coast Restoration and Resiliency Initiative

The mission of the Washington Coast Restoration and Resiliency Initiative (WCRRI) is to protect and restore ecosystems[1] of the Washington Coast while promoting the resilience of coastal communities through job creation and hazard reduction.

In 2015, Governor Jay Inslee and the Washington State Legislature appropriated $11.5 million in state capital funds to Washington Coast Restoration Initiative for family-wage jobs associated with habitat protection and restoration projects throughout Washington's Pacific Coast region. Subsequent years of successful funding prompted legislators to expand the program to include funding for coastal resiliency. In 2019, the grant program's name changed to Washington Coast Restoration and Resiliency Initiative to reflect the expanded mission. This program has consistently received $9 million to $12 million each biennium since inception.

Developed by a consortium of planners, grant managers, and restoration practitioners, WCRRI is a grassroots initiative jointly administered by the WCRRI Steering Committee, and the Recreation and Conservation Office (RCO), which functions as the program administrator and fiscal agent. The Steering Committee,

[1]An ecosystem is a biological community of interacting organisms and their physical environment.

comprised of representatives from the Coast Salmon Partnership, The Nature Conservancy, and the Wild Salmon Center, adopts governing policies, sets project evaluation criteria, reviews project scoring and recommendations from the WCRRI Technical Review Panel, and approves a prioritized list of projects to be submitted to the Governor's Office and the Washington State Legislature for funding consideration.

Program Strategy

WCRRI supports projects of regional importance that: (1) address the region's highest priority ecological protection and restoration needs while stimulating economic growth and creating jobs in coastal communities and (2) use cost-effective methods to substantially protect and restore ecosystem functions, goods, and services. Additional objectives of the program are to advance the skills and tools used for coastal restoration and to foster ecological and community resilience by reducing hazards and risk, providing guidance for land-use planners, and improving coastal infrastructure.

The most competitive grant proposals will:

- Fully address the restoration need, hazard or risk, and community benefit
- Identify process-based solutions
- Take protection and/or restoration actions
- Communicate the effectiveness of their actions at increasing the resiliency of the ecosystem
- Provide employment opportunities for coastal communities

Each grant round is a new, open solicitation for projects that will be evaluated and scored against each other. An applicant with a project from previous grant rounds that were submitted to the state Legislature for funding but were not funded must reapply to be considered for funding. The scoring criteria will be included in the Request for Proposals, found on RCO's WCRRI website at the start of the grant round.

Partner Roles

Coast Salmon Partnership

The Coast Salmon Partnership guides the long-term protection and restoration of the Washington Coast's Pacific salmon and steelhead populations in some of the best remaining habitats in the contiguous United States. By working to restore their numbers to historical levels, the partnership helps coastal communities thrive. The partnership collaborates with partners to develop solutions that put people to work and ensure the long-term health of the region's iconic salmon and steelhead.

The Coast Salmon Partnership team provides general support and guidance for team members and helps ensure regionwide consistency and success in meeting programmatic expectations. It is the liaison between RCO, the WCRRI Steering Committee, and the WCRRI Technical Review Panel, and its roles include program reporting and overseeing implementation of policies.

RCO

RCO is a state agency that manages multiple grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and farms and forests, and help return salmon and orca from near extinction. RCO provides staff and administrative support to WCRRI.

The RCO outdoor grants manager reviews the application for eligibility and completeness and executes and administers the grant agreement. The grants manager will help facilitate clear and open communication with the project sponsor, panel members, program managers, and others throughout the entire process, and will facilitate a better understanding of the funded projects and the grant program's overall success. The grants manager will be the primary point of contact from project application through project completion.

Technical Review Panel

The WCRRI Technical Review Panel, which is composed of public and private technical experts experienced in Washington State's coastal ecosystems, communities, and economies, provides a comprehensive review of the project. Members of the team may include habitat biologists, restoration ecologists, environmental engineers, foresters, economists, marine resources specialists, local stakeholders, and the RCO grants manager (non-scoring). The panel will provide

technical assistance to the grant applicant during open solicitation for proposals and will evaluate and score the grant application. The panel further ensures that the proposed project meets the expectations and eligibility requirements of the WCRRI grant program.

About this Manual

This manual explains how to apply for grants, the evaluation and scoring process, and gives an overview of WCRRI Steering Committee, Technical Review Panel, and RCO roles. It outlines the primary responsibilities of the grant sponsor and explains how to obtain additional information and help.

This manual references several other RCO manuals, grant materials, and procedures for applying for and managing a WCRRI grant. All materials are available on RCO's WCRRI website. To obtain more information please contact RCO or Coast Salmon Partnership staff listed below.

Alternative Format

To receive this manual in an alternative format, please contact the RCO communications office at the mailing address below, by calling the Washington Relay Service for the hearing impaired (dial 711), or emailing RCO Communications.

Where to Get Information

RCO

Amee Bahr, outdoor grants manager
Natural Resources Building
1111 Washington Street S.E.
Olympia, WA 98501
Email: Amee Bahr

Telephone: (360) 867-8585
FAX: (360) 902-3026
Washington Relay Service, call 711
Website

Mailing Address
PO Box 40917
Olympia, WA 98504-0917

The RCO grants manager is available to assist by answering questions about the grant application process and information contained in this manual. Please feel free to call or email.

Coast Salmon Partnership

Liz Allyn, salmon recovery coordinator
100 South I Street, Suite 103
Aberdeen, WA 98520
Email: Coast Salmon Partnership

Office: (360) 532-9113
Cell: (360) 589-3626
Website

The Coast Salmon Partnership is available to assist by answering questions about the grant process, policies and procedures, and the information contained in this manual. Please feel free to call or email.

Other Grant Manuals Needed

WCRRI uses RCO's grant framework and references several other RCO manuals. Visit RCO's WCRRI web page to obtain copies of these publications or click the links provided.

- *Manual 3: Acquisition Projects*-This manual provides basic information about policies for acquiring land with grants administered by RCO.
- *Manual 5: Restoration Projects*–This manual provides basic information on restoration projects funded through RCO. Restoration projects generally create, reestablish, or enhance habitat by bringing it back to healthy, self-sustaining conditions.
- *Manual 7: Long-Term Obligations*–This manual provides basic information and policies about the long-term responsibilities for WCRRI projects. The policies apply to sponsors, current and past.
- *Manual 8: Reimbursements*–This manual provides general guidance for requesting reimbursements including allowable project costs, how to bill RCO, getting paid, and other requirements.

Resource Materials

WCRRI partners have other publications to explain this program including the following:

- General Information: Visit RCO's WCRRI grant web page or the Coast Salmon Partnership website to learn more about the background and accomplishments of this program.

- Request for Proposal: Visit RCO's WCRRI grant web page to obtain application materials.

Section 2:
Eligible Applicants and Projects

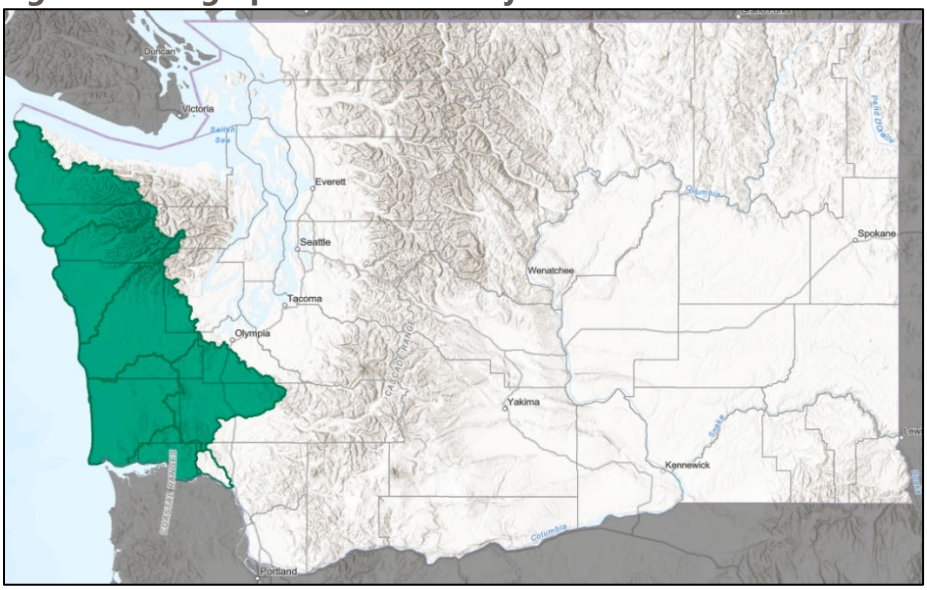
This section covers the following:

- ✓ Basic eligibility principles
- ✓ Eligible applicants
- ✓ Eligible projects and costs
- ✓ Ineligible project elements
- ✓ Match requirements
- ✓ Other funding

Basic Eligibility Principles

All proposed project activities must occur within the geographic boundary of the Coast Salmon Partnership or within the geographic boundary of one of the four Coastal Marine Resource Committees. See Figure 1.

Figure 1. Geographic Area for Projects.



WCRRI funds discrete projects based on their individual merit. A project must be a stand-alone, focused effort with discreet metrics. A project may be part of a larger or phased restoration program; however, funding of a single phase of a project does not guarantee automatic funding of a subsequent phase.

The primary purpose of the project must address the following: (1) the region's highest priority ecological protection and restoration needs, while stimulating economic growth and creating jobs in coastal communities and (2) substantial protection and restoration of ecosystem functions through implementation of cost-effective methods.

A project with the primary objective of providing recreational access or remediating chemical contamination is not eligible as a stand-alone project; however, these activities may be eligible components of a larger project.

Grants will not be provided for work that relieves obligatory compensation or mitigation requirements incurred by the sponsor or a third party, as determined by the WCRRI Technical Review Panel. However, funding may be provided for actions associated with compensation or mitigation if those actions are above and beyond the mitigation requirements and may be easily isolated from the required mitigation activities.

Eligible Applicants

The following are eligible to receive funding:

- Cities
- Counties
- Conservation districts
- Federally recognized Native American Tribes[2]
- Nonprofit organizations registered with Washington's Office of the Secretary of State. A nonprofit charter, organizational documents, or corporate purposes must include authority for the protection or enhancement of natural resources or related recovery activities. The

[2]Revised Code of Washington 77.85.010 (12)

charter must provide for an equivalent successor organization under the WCRRI grant agreement in case the nonprofit dissolves.

- Regional fisheries enhancement groups
- Special purpose districts
- State and federal agencies. Projects may occur on federal lands. The applicant should consider restrictions on use of federal money as match when applying for a grant.[3]
- Private or public corporations

Eligible Projects

WCRRI funds a range of projects that correspond with the WCRRI Program Strategy in section 1 of this document. If the landowner has a legal obligation under local, state, or federal laws to perform the project, the project must comply with Revised Code of Washington 77.85.130 (6).

Acquisition

An acquisition project is one that purchases or receives a donation of fee or less-than-fee interests in real property. These interests include, but are not limited to, conservation easements, access and trail easements, covenants, water rights, leases, and mineral rights. A grant applicant interested in acquiring conservation easements must be eligible to hold conservation easements under Revised Code of Washington 64.04.130. Rights or claims may be acquired once the value is established or appraised. A sponsor must complete all acquisition projects within three years from funding approval unless additional time is necessary, can be justified, and is approved by RCO.

RCO has very specific due diligence, appraisal, reporting, and timeline requirements for acquisition projects, so refer to the requirements and checklists in *Manual 3: Acquisition Projects*.

[3]When land acquired with a WCRRI grant is transferred to a federal agency, RCO may change the terms of the grant to remove binding deed-of-right instruments and enter into a memorandum of understanding stating that the property will retain, to the extent feasible, adequate habitat protections. See Revised Code of Washington 77.85.130(7).

Note that any land costs incurred before the grant funding date are not eligible for reimbursement or match unless the grant applicant receives a Waiver of Retroactivity before acquiring the property. To preserve eligibility, contact the RCO grants manager if a property will be purchased before the funding award. See section 2 of *Manual 3: Acquisition Projects* for more information on applying for a Waiver of Retroactivity.

RCO does not fund property acquired through condemnation, only property acquired from willing sellers. All acquisitions must be perpetual, including water right acquisitions.

Acquisition projects must identify specific parcels. However, an applicant may propose buying stream reaches, estuaries, near-shore, or other larger habitat areas if buying any parcel in the specified area will achieve the project's objectives. In that case, the applicant must identify a geographic envelope, including all the possible parcels that will provide similar benefits to species or ecological services and certainty of success in the proposal. These parcels should be contiguous or nearly contiguous and include similar conservation values to make them effectively interchangeable when being evaluated for funding. Clearly describe how parcels will be prioritized and pursued for acquisition. A Landowner Acknowledgement Form is required with each application. For multisite acquisition projects, enter the top priority parcels with Landowner Acknowledgment Forms into PRISM.

It is important to remember that some activities are never allowed on WCRRI-funded acquired properties. Refer to section 7 of *Manual 3: Acquisition Projects*.

Restoration

Restoration brings a site back to its original, historical function as part of a natural ecosystem; or improves or enhances the ecological functionality of a site.[4] Restoration projects should be completed within three years of WCRRI funding approval unless additional time is necessary, can be justified, and is approved by RCO.

Restoration projects should have undergone a planning and design process that follows the guidance described in appendix E.

[4]Washington Administrative Code 420

To be eligible for funding, an applicant requesting $350,000 or more in WCRRI funding for a restoration project must submit preliminary design deliverables by the application deadline.. If RCO funded the planning or design of a proposed restoration project, the applicant must submit the completed design deliverables (at a minimum the preliminary designs) by the application deadline.

Landowner Acknowledgement Forms are required when a project occurs on land not owned by the sponsor (including publicly owned property). Once funded, Landowner Agreement Forms are required before beginning construction on private land or land not owned by the sponsor. Projects on state-owned aquatic lands or trust lands require approval from the Washington Department of Natural Resources.

The Washington Department of Fish and Wildlife Technical Assistance Program provides excellent planning and design guidance for a variety of aquatic habitat restoration projects. This program is a federal and state agency endeavor to provide consistent guidance for the management, protection, and restoration of Washington's marine, freshwater, and riparian[5] habitats. Guidelines are online. Please refer to appendix E for specific design and construction deliverables, based in part on industry standards identified by the aquatic habitat guidelines.

The use of non-natural materials in the construction of restoration techniques is strongly discouraged. An application that includes these techniques will be highly scrutinized for its contributions to restoring ecosystem processes and for its species benefits. Artificial materials such as concrete, synthetic materials, and steel tend to remain in place long after the habitat enhancement techniques in which they have been used have disintegrated naturally, and result in unnatural constraints on long-term, habitat-forming ecosystem processes. Refer to the Washington Department of Fish and Wildlife's 2012 Stream Habitat Restoration Guidelines and National Marine Fisheries Service's 2008 *Programmatic Biological Assessment: Restoration Actions in Washington State* for detailed discussion of the disadvantages of using non-natural materials in stream restoration and the advantages of using materials and techniques that mimic the conditions found in natural settings.

The WCRRI program is designed to support all species and habitats that occur in the Washington Coast region. The applicant is responsible for demonstrating that the proposed project outcomes support the protection, restoration, and

[5]Riparian habitats are areas related to or on the bank of a waterway.

enhancement of ecosystem functions and processes related to the resilience of these species or their habitats. Guidelines for restoration projects are in *Manual 5: Restoration Projects*.

Planning Projects: Designs

Good designs are a key precursor to implementing successful habitat restoration projects, particularly if they are large. All design projects must address a limiting factor, hazard, or risk at a specific location.

The project must result in either conceptual design, preliminary design, or final project design. See appendix E for definitions and required deliverables for each of these phases of project development. An applicant can scope the project to complete multiple phases of design.

If applying for the next phase of a design project, an applicant should include the previously completed design deliverables as early as possible in the application process, ideally, before the project presentation to the Technical Review Panel. The completed deliverables are due by the revised application deadline.

WCRRI recognizes that project designs are sometimes complex in nature, and thus no time restriction has been set on these types of projects. However, a project sponsor that demonstrates the ability to complete tasks within the biennium could be awarded more points under WCRRI Technical Review Panel's "Likelihood to Succeed" evaluation criterion in the program's evaluation criteria found on the RCO website.

Planning Projects: Assessments and Inventories

Planning projects that do not produce a site-specific design include habitat assessments and surveys; habitat scoping; feasibility studies; culvert inventories and in-stream surveys; landowner willingness inventories; and innovative learning projects. Assessment and inventory-type planning projects must be completed within two years of WCRRI funding approval unless additional time can be justified and is approved by RCO. All assessments and inventories must create local natural resources jobs or be necessary precursors to implementing projects, programs, or innovative techniques to improve habitat identified in a plan. Such projects may document and evaluate habitat quality and use; identify the extent and nature of problems and habitat deficiencies; identify and prioritize habitat restoration and protection activities to address these issues; evaluate landowner

willingness to participate in restoration and protection activities; or evaluate novel approaches to the restoration of ecosystem function or processes.

Planning projects that do not produce a site-specific design must meet all the following criteria:

- The project fills a data gap that clearly limits subsequent project identification or development.
- The results must clearly determine criteria and options for subsequent projects and show the schedule for implementing such projects, if funded.

Assessments and inventories must coordinate closely with other assessments and data collection efforts in the area and with federal, Tribal, state, regional, and local organizations, and landowners to prevent duplication of effort and to ensure the use of appropriate methods and protocols. To improve coordination, the applicant is encouraged to collaborate with other organizations.

An applicant with barrier inventory projects must use the methodologies and protocols described in the Washington Department of Fish and Wildlife's *Fish Passage Inventory, Assessment, and Prioritization Manual* to collect barrier inventory data. Contact the Washington Department of Fish and Wildlife's Fish Passage Inventory and Assessment Unit FishPassageTraining@dfw.wa.gov, to schedule training on the protocols described in this manual and for data submission procedures. Upon completion of a barrier inventory project and a passage barrier correction project, the inventory or correction data should be delivered to the Washington Department of Fish and Wildlife for incorporation into the Fish Passage Barrier Database. Final reimbursement will be approved after the delivery of this information.

Combination Projects

Combination projects include both acquisition and restoration elements or acquisition and planning. To ensure timely completion of combination projects, the property acquisition portion must be completed within eighteen months of funding approval.

In some cases, a combination planning and restoration project also is allowed. However, the applicant is encouraged to split this work into separate projects. An applicant hoping to propose this kind of combination project should contact RCO first to discuss the scope to ensure it is the appropriate approach for the project in the program. An applicant with a combination planning and restoration project must include preliminary designs with the grant application when requesting more than $350,000 in WCRRI funds for the total project cost, not just the restoration costs.

Combination grants allow for complex projects that otherwise would not be possible. For example, acquired land may need some immediate restoration to make the habitat suitable for fish. Likewise, some potential acquisitions may need initial assessments of the landowners' willingness to sell to identify the most beneficial parcels of habitat. Combination projects must be completed within three years of WCRRI funding approval unless additional time can be justified and is approved by RCO. An applicant should discuss extended timelines in the application.

Phased Projects

Large projects can be complex, multi-year, multi-partner, and require extensive analysis, coordination, and implementation. Consider the potential complexity that large-scale or multimillion-dollar projects may create and discuss phasing with RCO staff and the WCRRI Steering Committee. Phased projects are subject to all the following:

- Each phase must stand on its own merits as a viable WCRRI project.
- Each phase must have a discrete scope of work the applicant can complete given the amount of WCRRI funding requested.
- Each phase must be submitted as a separate application and demonstrate that it is part of a single focused effort rather than a collection of projects that can be considered a program.
- Funding approval of any single phase is limited to that phase (no endorsement or approval is given or implied toward future phases).
- The application reviewers may consider progress on earlier phases when making decisions on current proposals. The applicant must submit planning and design deliverables of previously funded phases by the final application deadline for the current grant round.

Eligible Costs

All project costs submitted for reimbursement must directly relate to the work identified in the grant agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses may be found in *Manual 5: Restoration Projects* and *Manual 7: Long-Term Obligations*. Additional eligible costs for WCRRI funds are described below.

Pre-Agreement Costs

Generally, RCO will not reimburse costs incurred before the project start date in the grant agreement. However, certain pre-agreement costs in the project scope are eligible for reimbursement (or to be used as match) if approved by the RCO grants manager in writing. Eligible pre-agreement costs include the following:

- Riparian Enhancement Plans
- Engineering and design costs for restoration projects (i.e., construction).
- Engineering and design costs (e.g., surveying, geotechnical, other data gathering) for planning projects.
- Costs necessary to determine control and tenure of the restoration site (e.g., preliminary title report).
- Costs necessary to establish land values for acquisition or conservation easement projects (e.g., survey, appraisals, title report).
- Acquisition projects granted a Waiver of Retroactivity.
- If cost-effective (i.e., materials are available at a reduced cost), the construction materials below and any associated transportation costs. RCO requires advance approval by the RCO grants manager to reimburse pre-grant purchase of any of the construction materials listed below.
    - Large woody materials
    - Culverts
    - Bridges

Except for costs noted above, RCO will not pay for purchases of land, construction materials and associated costs, or installation costs incurred before the project start date in the grant agreement.

Attorney Fees

Reasonable attorney fees associated with restoration, planning, and combination projects may be an eligible administrative expense. Provide justification for the expense in writing and receive approval from the RCO grants manager in advance of the expenditure. Eligibility will be determined case-by-case. Attorney fees will be considered based on project type, transaction complexity, and demonstrated need. RCO will consider reimbursement of attorney fees when they relate to complicated landowner agreements.

Liability Insurance

Liability insurance is a reimbursable administrative expense for restoration, planning, and combination projects. A sponsor may bill proportionally the cost of liability insurance to the project. Liability insurance expenses must directly relate to the completion of the WCRRI-funded project.

Indirect Costs

RCO allows indirect costs for all projects. When submitting an application, attach a RCO Fiscal Data Collection Sheet, which indicates the indirect rate expected for the project. Start filling out this form early and work with accounting staff to estimate the indirect costs. For indirect costs to be eligible, select the "Agency Indirect" work type on the metrics page, enter an associated cost, and include it in the detailed cost estimate attachment in the application. "Agency Indirect" costs only can be selected as a metric for one worksite.

Ineligible Project Elements

Some projects or elements that do not directly foster the WCRRI program goals and purposes, or do not meet cost or public policy constraints are ineligible as match and for reimbursement. After funding is awarded, if unanticipated requirements arise that lead to project elements shifting into ineligible actions, the project or those project elements may be determined to be ineligible. If this occurs the sponsor may be asked to put a hold on moving forward with project actions until the project changes can be re-evaluated and may result in

termination of the agreement due to ineligibility. Activities that are ineligible for reimbursement and match include but are not limited to the following:

- Property acquisition through eminent domain.
- Property acquired before the project start date in the grant agreement without a Waiver of Retroactivity (see section 2 of RCO *Manual 3: Acquisition Projects*).
- Restoration activities before the start date in the grant agreement.
- Construction material purchased before the project start date in the grant agreement, unless approved as a pre-agreement cost.
- Land leases, except for projects on state-owned aquatic lands.
- Mitigation projects, activities, or funds. This prohibition includes cost over-runs for mitigation projects that do not have enough money for implementation. WCRRI funds may not supplement or supplant the cost of a mitigation project.
- Maintenance as stand-alone projects. This does not include riparian stewardship projects or invasive species treatment programs. An applicant with an invasive species treatment program has additional questions about the future of the program in the project application.
- Project effectiveness monitoring costs associated with a completed project, including the purchase of equipment to monitor a WCRRI restoration or acquisition project.
- Purchase of existing structures that are not essential to the functions or operation and maintenance of the funded site. Non-essential structures must be removed or demolished (see allowed uses in section 4 of this manual for more information).
- Building or indoor facility construction.
- Capital facilities and public works projects. Projects with infrastructure elements such as sewer treatment facilities, surface and stormwater management systems, and water supply systems are not eligible as stand-alone projects.

Projects that include flood protection structures must demonstrate a link to community resilience. If such infrastructure is included as a purpose of the project, the infrastructure must be included in the design documents. Evaluation of these projects will consider compatibility with and impact to adjacent habitat. Sponsors are encouraged to include project elements that restore natural flood retention or protection solutions whenever possible. The sponsor must demonstrate that process-based restoration was a considered alternative when proposing to construct flood protection structures. Providing this information allows for a comprehensive review of the project by the WCRRI Technical Review Panel early in the process to resolve any potential issues. The applicant should consider consulting with RCO before applying to ensure project eligibility.

- Conversion from septic to sewage treatment systems.
- Operation or construction of fish hatcheries.
- Net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Operation of hydropower facilities.
- Fish harvest and harvest management activities that are outside the eligible project types discussed above.
- Fishing license buy-back.
- Commercial activities.
- Park facilities or structures.
- Lobbying or legislative activities.
- Costs to apply for WCRRI or other grants.
- Projects that address habitat conditions or ecosystem functions, goods, or services as a secondary focus.
- Environmental cleanup of soils or materials contaminated above levels in the Model Toxics Control Act.

- Purchase of motor vehicles as a direct expense. Purchase of a vehicle only can be covered as operational (indirect) costs. Mileage support, vehicle maintenance, and vehicle leases are allowed as direct costs.

Match Requirements

The WCRRI grant program does not require match. However, an application will be evaluated relative to the amount of match provided to demonstrate an applicant's ability to leverage support. If funded, RCO will incorporate match included in the PRISM application into the project budget and scope.

Matching resources may include cash, bonds, grants, in-kind labor, equipment, and materials. The resources must follow the same eligibility criteria as reimbursable costs. *Manual 8: Reimbursements* provide specific guidance on match and reimbursements.

Other Funding

To fully capture all funding necessary to complete the project, RCO will collect information on other funding not incorporated as match in the PRISM project budget. This information is valuable in communicating to the Legislature how funds and resources outside the WCRRI program provide leverage to complete important projects. Applicants should provide complete funding information on the Other Funds page in the application, attached cost estimate, and in the final report.

Section 3: Application Information

This section covers the following:

✓ How to apply for WCRRI funding

How to Apply for WCRRI Funding

WCRRI grants are available every two years aligning with the Washington State Legislature's biennial capital budget process. A grant program announcement and application processes will be announced through RCO and the Coast Salmon Partnership in November of odd-numbered years. To submit a proposal, an applicant should follow the steps listed below.

Step 1. Work with Salmon Recovery Portal Technician

The Coast Salmon Partnership's Salmon Recovery Portal technician initiates the application by entering project information into the Salmon Recovery Portal. The applicant must email a completed Conceptual Project Form to the Salmon Recovery Portal technician Rebekah Brooks (rebekahbrookscontracting@gmail.com) for this process. The Conceptual Project Form may be submitted to the Salmon Recovery Portal technician before the start of the grant round. An application will not be created until the first date of the application period at the earliest.

By using the Salmon Recovery Portal to create an application in PRISM, which is RCO's project management database, the project is linked to both systems.

The portal technician will contact the applicant once the project information has been entered and provide the PRISM number. The applicant will use the PRISM number to complete the application in the PRISM Online Application Wizard.

Allow up to one business week to receive a PRISM number from the Salmon Recovery Portal technician.

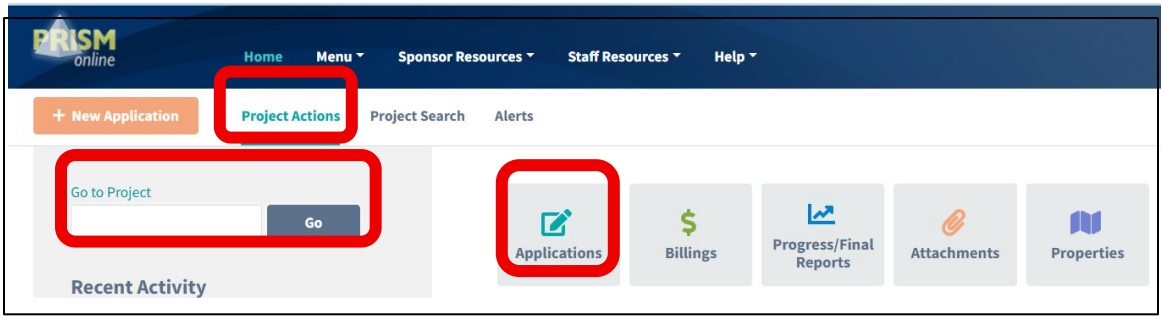
The applicant must use PRISM Online to complete and submit an application. A new PRISM user must fill out a New User Account Form to obtain a username and password. The applicant also must acquire a separate SecureAccess Washington account. When using either of these databases for the first time, the applicant must complete a double sign-in. After the initial sign in, the applicant will use SecureAccess Washington credentials to log into PRISM. The most direct way to navigate to PRISM online via SecureAccess Washington is by using RCO's PRISM Online. For more details on the double-sign in, visit RCO's PRISM information website.

The PRISM Help Desk can provide technical assistance for any PRISM issue.

Step 2. Submit Application Materials Using PRISM Online

Once a PRISM number is assigned, use PRISM Online to complete the application. Do not share a PRISM username and password with others in the applicant's organization. Multiple users may work on one application in PRISM, just add individuals to the Project Contacts list.

Sign into PRISM Online, select Project Actions, and enter the project number from the Salmon Recovery Portal in the Go to Project field. Doing so will open the Application Wizard for the project. In Project Actions select the Applications icon, which will display a list of applications for the applicant's organization.



If the project has been entered into the Salmon Recovery Portal, but is not in PRISM, please contact the RCO grants manager or the PRISM Help Desk.

Complete the required information on each screen and click the *Next* button. This process will take the applicant through the entire application page by page. Be

sure to save work often. It is best not to have two people working in the application in PRISM simultaneously.

After completing the application, check the application for errors on the *Submit Application* screen. Pages indicated with a red exclamation mark (**!**) in the navigation table on the left of the screen require refinement. Continue to check for errors after making corrections. If errors persist and the issue is unclear, reach out to the RCO grants manager for help. The applicant must recheck for errors. Once all the pages are cleared of errors and show a green check mark (✓), submit the application.

The submitted proposals will be reviewed by WCCRI staff to ensure that the project is eligible. The applicant will be given an opportunity to address any identified concerns before scheduling the presentation. An applicant that fails to respond to the identified concerns will be deemed ineligible and not scheduled for the next steps in the grant round.

Required Application Materials

A complete application checklist and information on required application attachments is found in appendix A. Complete application materials are provided for technical review to inform the project presentation and must be provided by the initial application due date.

A Tribal Notification Letter is a required attachment. The Climate Commitment Act requires the applicant to notify all affected federally recognized Tribes in the project area about the proposed projects before submittal. To fulfill this requirement, RCO has a template letter an applicant can tailor for a specific project. In addition to this notification letter, RCO will offer government-to-government consultation with Tribes on the proposed project at multiple points during the grant round. This notification is a separate requirement from cultural resources consultation. For more information, see RCO's Climate Commitment Act website.

A Riparian Enhancement Plan is required for riparian restoration projects. See appendix F for more information.

The applicant must submit a completed Application Authorization Form that generally requires the organization's governing body to pass a resolution that authorizes submission of the application for funding. This resolution will identify who may sign a contract and amendments on behalf of the organization. The

format of the authorization may change, but the text may not change. Only one form is required for each applicant, so long as each project name and number are included in the resolution. Forms filled out incorrectly or unsigned are not valid and will require revisions. For help, contact an RCO grants manager before signing the form. Secondary sponsors also must complete this form.

The Applicant Authorization Resolution Form is not required from Tribal sponsors at the time of application. However, RCO will need an organizationally drafted resolution from Tribal sponsors before signing the agreement. Tribal sponsors should work with their grants managers to fulfill this requirement.

The Priority Habitat and Species Parcel Report for the project is required. This can be generated from the Washington Department of Fish and Wildlife's Priority Habitats and Species web-based interactive mapping tool. The report will provide a list of the important species in the project area that could potentially benefit and will help inform the evaluation of the project by the Technical Review Panel.

To get the report, follow the quick start information below:

1. Open the web-based interactive mapping tool.
2. Read the disclaimer; select *OK*
3. Zoom to the area of interest and select a + and *Shift* to draw a box and zoom to the area. Use the Search bar in the upper left corner to zoom to an address, place name, or parcel number.
4. In the Priority Habitats and Species Identify panel: enter a buffer distance (if desired) and select a tool (point, line, polygon, or parcel).
    a. In the map, select a parcel (or draw a point, line, or polygon). The Priority Habitats and Species will be selected.
    b. Select the *Generate Report* button then download a copy of the report.

Working with Landowners

To ensure the complete application may be submitted by the deadline, and to expedite project implementation, make sure to work with landowners, including state or local agencies, early. Make time to review all project control and tenure documents to confirm information is complete and they are signed by the

appropriate person. RCO's Landowner Acknowledgement Form is required at application for all project types if the applicant does not own the property. After funding, for restoration and design projects, the project sponsor must provide a Landownership Certification Form (due before an agreement may be signed), except for conceptual design projects. The sponsor must provide a Landowner Agreement Form if the project occurs on private land or land not owned by the sponsor, and/or provide right-of-entry permits (due before implementation), depending on the project type. For acquisition projects, a sponsor must provide a preliminary title report before execution of the grant agreement.

Landowner Acknowledgement Form: A Landowner Acknowledgement Form is required for a project proposed to occur on property not owned by the applicant at the time of application. Include a signed Landowner Acknowledgement Form from each landowner acknowledging that the property is proposed for WCRRI funding consideration. Exceptions:

- Assessments, inventories, and studies that cover a large area and encompass numerous properties do not require Landowner Acknowledgement Forms.
- Multisite acquisition projects that involve a large group of landowners, require (at minimum) signed Landowner Acknowledgement Forms for priority parcels.

Note: A Landowner Acknowledgement Form differs from RCO's other required landowner forms. A Landownership Certification Form documents that there are no encumbrances that would adversely affect the ability to restore the property. A Landowner Agreement is required for restoration projects occurring on land not owned by the applicant before construction. Refer to section 6 for further information on landowner agreements.

Washington Department of Fish and Wildlife Lands: If the project is on land owned or managed by the Washington Department of Fish and Wildlife, the applicant should initiate consultation with the department early to allow enough time to get the required agency support documents. The department's State Lands Division manager is the only person authorized to sign the required control and tenure documents and access permits. Regional staff contact information may be found online. A successful applicant should be prepared to work with the department's regional staff to prepare these documents.

State-owned aquatic lands: If a restoration or design project includes a shoreline, in-water work, over-water work, or public water access, the applicant should contact the Washington Department of Natural Resources early in the application process to determine whether the project is on state-owned aquatic lands, which could affect project scoping.

See the Department of Natural Resources' online map to find contact information for the department's aquatics land manager in the applicant's area, or call the department at (360) 902-1100. See section 6 of this manual for more information on managing projects that are on state-owned aquatic lands.

Tips to Avoid Common Mistakes

- **Scope of the project.** Be sure the project description, metrics, and application materials reflect the entire project scope. Include tasks or elements covered by proposed WCRRI funds, matching funds, and other funding.

- **Contingency.** Do not include a line item for contingency in cost estimates. Each budget line item should account for inflation and contingencies.

- **Administration, Architecture, and Engineering.** Include administration, architecture, and engineering costs in the cost estimate for restoration projects. Administration, architecture, and engineering costs include general project administration, engineering, and design. "Administration, Architecture and Engineering (AA&E)" is a separate work type in PRISM and must be selected to enter an associated cost. Note that AA&E costs are tracked separately from construction costs for each worksite billed. Refer to *Manual 5: Restoration Projects* for guidance on what activities represent architecture, engineering and construction expenses–the difference is not always obvious. The maximum allowable total AA&E expense is 30 percent of construction costs. Administration costs in a planning project are considered non-capital.

- **Administrative Costs for Acquisition Projects.** Include administrative costs in the cost estimate for acquisition projects. To be eligible, select *Administrative Costs* on the acquisition metrics page and enter an associated cost. Administrative costs are tracked separately from land and incidental costs for each property billed to RCO. Refer to *Manual 3: Acquisition Projects* for guidance on what activities represent

administrative costs. The maximum allowable total administrative expense is 5 percent of land plus incidental costs.

- **Permitting and cultural resources.** Include permitting and cultural resource expenses in planning and restoration projects, as appropriate. Select both permits and cultural resources as separate PRISM work type categories. More information on the cultural resources review process is in section 4 below.

- **Pre-agreement costs.** Certain pre-agreement costs are eligible for reimbursement (see *Manual 8: Reimbursements*). RCO does not allow reimbursement for land acquisition or construction that occurs before the agreement's start date. Exceptions to these restrictions include planning costs, purchase of construction materials, and land acquisition that occurs before grant agreement but after securing an RCO Waiver of Retroactivity. Secure waivers before closing on the property.

- **Worksites and properties.** For a restoration project, the applicant must track expenses separately for each worksite and should limit the number of worksites to those required and fiscally tracked. For an acquisition project, the applicant must track expenses by property and should add a property for each transaction, i.e., multiple property transactions will require multiple properties. For restoration and planning projects, the applicant may have multiple, non-contiguous properties associated with one worksite.

Step 3: Project Presentations and Site Visits

WCRRI uses a competitive, peer-reviewed ranking process to compare the costs and benefits of projects. Review procedures are intended to evaluate the anticipated value of the entire project. RCO strongly encourages the applicant to present the project as a cohesive and complete design, restoration, or protection action. A proposal is expected to provide accurate and precise information about predicted project benefits and costs.

The applicant is required to make a twenty- to thirty-minute online presentation to the Technical Review Panel. The Coast Salmon Partnership creates the presentation schedule and facilitates the meeting. The applicant should have access to reliable equipment and internet for this step of the grant round. The applicant may make arrangements with the Coast Salmon Partnership or RCO if there is concern about access to the necessary technology for this step.

After project presentations, the Technical Review Panel may request site visits to a subset of proposed projects if the panel determines it would be useful and informative for the project review and evaluation. The Coast Salmon Partnership will contact the applicant to schedule a site visit during the designated site visit week. The applicant or a designee should be prepared to meet with the Technical Review Team on site to discuss the project proposal and answer questions.

Step 4: Technical Review Panel Comments

After the application presentation and site visit, the Technical Review Panel will complete project comment forms with feedback and questions on how the applicant can improve the project before the final application deadline. RCO will return the application to the applicant in PRISM and share the Technical Review Panel's comment forms for application revisions.

Step 5: Revised Application Submission

The applicant must respond to written Technical Review Panel comments in the WCRRI project proposal and in the WCRRI Technical Comment Form. All final application information and materials must be entered into the PRISM project application and submitted by the revised application deadline. An incomplete application or late submission will not be eligible for funding or evaluation and will be excluded from the final program investment plan.

Step 6: Project Scoring Criteria and Evaluation Process

The Technical Review Panel will evaluate the final revised project proposals using the WCRRI evaluation criteria provided on the RCO website. A final proposal that fails to meet eligibility or application requirements will not be included in the rating and ranking process. Once all projects are reviewed and scored, an investment plan will be developed based on the Technical Review Panel scores and discussion. Once the WCRRI Investment Plan is developed, there will be no changes to the project ranking although funding award recommendations may differ from requested amounts.

Step 7: Program and Project Funding

The Washington State Legislature awards program funds in the biennial capital budget. Once passed and enacted, RCO will contact the funded applicants to initiate grant agreements. Project funds become available starting July 1 of odd-numbered years, or when the capital budget is enacted, whichever is later. Unless

considered an eligible pre-agreement cost, any expenses incurred before this date are not eligible for reimbursement or match.

Section 4: Project Requirements

This section covers the following:

- ✓ Beginning a funded project
- ✓ Permits
- ✓ Active projects
- ✓ Site maintenance and long-term obligations
- ✓ Other requirements and things to know

Beginning a Funded Project

Grant Agreement

RCO and the applicant must sign a grant agreement after WCRRI funding is awarded and before work can begin. A sample grant agreement for non-Tribal sponsors is on the RCO website. A successful project applicant, now called a project sponsor, is required to provide the following information to the RCO grants manager for agreement-making:

- A completed milestone worksheet (worksheet provided by RCO).
- A preliminary title report and Preliminary Title Report and Commitment Checklist for all properties planned for acquisition (acquisition projects only). Preliminary title reports for known priority parcels are required for a reach-scale, multi-property acquisition project.
- A signed Landownership Certification Form for all properties upon which design, or implementation and construction of restoration projects are proposed (except conceptual design projects) This form ensures the applicant reviewed property information and that no existing deed restrictions, liens, easements, or other encumbrances would impede

construction, operation, or maintenance of the project. RCO will waive this requirement if the applicant did not identify the property affected by the design.

Key Grant Agreement Terms

The purpose of the grant agreement is to protect the state's investment and outline the responsibilities of the state and the sponsor. The agreement includes key milestone dates for the project's implementation. Below are key sections of the grant agreement.

- **Performance by the sponsor:** The sponsor undertakes the responsibility for the project and must complete all elements as identified in the application materials.
- **Assignment:** The sponsor may not transfer or assign the contract without prior approval per appendix C.
- **Responsibility for project:** The project remains the sole responsibility of the sponsor.
- **Indemnification:** The sponsor must indemnify, defend, and hold harmless the State and its agencies, officials, agents, and employees for this project.
- **Compliance with applicable law:** The sponsor will implement the grant agreement in accordance with applicable federal, state, and local laws and regulations.
- **Right of inspection:** The sponsor shall provide access to the facilities in accordance with the grant agreement and/or landowner agreement.
- **Procurement requirements**: If the sponsor has a procurement process that follows applicable state and/or federal procurement principles, it must be followed. If no such process exists, the sponsor must follow all the minimum procedures below:
    - Publish a notice to the public requesting bids/applications for the project.
    - Specify in the notice the date for submittal bids/applications.
    - Specify in the notice the general procedure and criteria for selection.

- Comply with the same legal standards regarding unlawful discrimination based upon race, ethnicity, sex, or sexual orientation that are applicable to state agencies in selecting a bidder or proposer.

The sponsor must complete all deliverables described in the grant agreement, and as amended, within the agreement periods. RCO grants managers may consult with the WCRRI Steering Committee when reviewing compliance with grant agreement conditions.

Climate Commitment Act Projects

The Climate Commitment Act created a market-based program to help reduce greenhouse gas emissions in the next few decades. A portion of the revenues are directed into the Natural Climate Solutions Account and may be distributed into several standing grant programs, including WCRRI. Funding comes with additional reporting, assessment, and Tribal consultation requirements. The Governor's Office and state agencies engage with Tribal governments on how best to meet these requirements.

Readiness to Proceed

All projects must be completed on time. The RCO grants manager will work with the sponsor to set progress milestones. The WCRRI Steering Committee may reduce or terminate a grant if the sponsor does not meet key milestones or finish on time. WCRRI cannot guarantee funding for a project that extends beyond the funding biennium because re-appropriation of unspent funds requires legislative approval. Sponsors who choose to have a project timeline that extends past this date does so at their own risk. An applicant who can demonstrate the project completion within the funding biennium will be awarded more points during project evaluation than one who does not.

Control and Tenure

To protect investments, the sponsor must have adequate control of the project site to construct, operate, and maintain the area for the term required by the grant program and agreement. This "control and tenure" may be through land ownership, easement, or landowner agreement.

Acquisition Projects

A sponsor of an acquisition project must provide a stewardship plan in addition to requirements described in *Manual 3: Acquisition Projects*. The stewardship plan is required with the final documentation at the close of the project. A plan ensures the project objectives are met by maintaining and monitoring the site perpetuity. Use the stewardship plan outline found in appendix B.

Restoration Projects

Sponsor-Owned Property

A sponsor of a restoration project on sponsor-owned property must provide a stewardship plan with the final documentation at the close of the project. A plan ensures meeting the project objectives by maintaining and monitoring the site for at least ten years from the grant agreement completion date. Use the stewardship plan outline found in appendix B. A sponsor with a riparian restoration-focused project must complete a riparian enhancement plan to fulfill this requirement. See appendix F for more information on required elements.

Property Owned by Someone Else

A sponsor of a restoration project on property owned by someone else must provide the following:

- A signed landowner agreement must be provided to RCO before construction or before a sponsor is reimbursed for any construction expenses.

  The agreement is a document between the sponsor and the landowner that, at a minimum, allows the sponsor and RCO staff access to the site for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities. A landowner agreement remains in effect for at least ten years from the date of final payment to the project sponsor. Use RCO's Landowner Agreement or other approved agreement formats (Note that other agreement formats must include all required elements and be approved by RCO before starting construction).

- Washington Department of Natural Resource's authorization to use state-owned aquatic lands, if relevant.

  If a project occurs over, along, or in a navigable body of water, authorization to use state-owned aquatic lands may be needed.

  All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources' aquatic land managers will help determine if the project is on state-owned aquatic lands and provide more information on the department's authorization process. See the land manager coverage map online for contact information for aquatics land managers.

  The Department of Natural Resources will review the full list of projects proposed for funding to ensure that all applicants with projects on state-owned aquatic lands consulted with the Department of Natural Resources and submitted a Landowner Acknowledgement Form.

  If the project is on state-owned aquatic lands, the project sponsor will need to secure a lease or easement (use authorization) to use those lands from the Washington Department of Natural Resources. The use authorization is not a permit, but a contract to use the land. The Department of Natural Resources is not a regulatory agency. The agency represents the owner of the land, the State of Washington, so the sponsor's relationship with the department will be like any landowner impacted by the project. To apply for an authorization, complete the Joint Aquatic Resources Permit Application (JARPA) and JARPA attachment E and forward the entire application to the Department of Natural Resources. It is best to submit the application early in the process so the department may address any design issues early.

Please note that the project may occur on trust lands managed by the Department of Natural Resources, which will require the sponsor to work with other divisions in the agency.

The following resources may be helpful to review:

- Grant Projects on State-owned Aquatic Lands
- Leasing State-owned Aquatic Lands

- Boundaries of State-owned Aquatic Lands
- Caring for Washington's Nearshore Environments

Project Design Review

The sponsor submits design deliverables to RCO via PRISM, on the *Attachments* page, by the date of the project milestones. Preliminary and final designs must be completed and stamped by a licensed professional engineer unless otherwise indicated and approved through the application process.

Design materials must follow specifications described in appendix E.

Permits

Local, state, and federal permits likely are required for any activity that takes place in or around the waters of the state, including habitat restoration projects. The sponsor must obtain all necessary local, state, and federal approvals and permits before construction and final payment. RCO may terminate a grant if the sponsor cannot, or does not, obtain necessary permits and land-use approvals.

The type of project impacts and the location determine required permits. The Governor's Office for Regulatory Innovation and Assistance can help determine required permits. Its website provides access to an online project questionnaire and the Regulatory Handbook, which offers detailed information about environmental permits in Washington State. Information Center staff are available to help and may be reached at 1-800-917-0043 or email. Contact the city or county in which the project is located for further information on required local permits. Appendix H of the Stream Habitat Restoration Guidelines provides a broad overview of typical permits required for work in and around water.

Contact permitting agencies early in the planning process to ensure that all necessary permits are obtained before work begins. This is especially important for large, complex, or higher risk projects and those using novel techniques. Early agency coordination decreases the likelihood of costly design modifications, construction delays, or project rejection, and may result in a more effective and less expensive project.

All permits require a review that takes time to complete. Some reviews are relatively fast (less than a month) while others may take several months. The sponsor should consider carefully the time needed to complete the permit

process when developing a project schedule, especially given the relatively short allowable work period for many types of in-stream construction projects. Besides time, many permits require fees. Fees may be either a flat rate or a percentage of the project's total cost.

The most commonly required permit applications for stream habitat restoration projects are the Hydraulic Project Approval and the JARPA. The Washington Department of Fish and Wildlife accepts applications for Hydraulic Project Approvals through its online Aquatic Protection Permitting System. The JARPA is used to apply for select permits from other state, federal, and local agencies. Using the Aquatic Protection Permitting System, a sponsor may submit Hydraulic Project Approval application materials, pay the application fees, and view the status of the submitted application. In addition, a sponsor can convert the Aquatic Protection Permitting System application into a draft JARPA with one click, then complete the JARPA outside of Aquatic Protection Permitting System and submit it to other permitting agencies that use the JARPA. Note that fish habitat enhancement projects that meet the criteria of Revised Code of Washington 77.55.181 may qualify for a streamlined Hydraulic Project Approval that exempts the project from local government permits and associated fees.

Expedited Federal Endangered Species Act Consultations

The Endangered Species Act requires prior authorization of activities that may "take" (harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, collect, or attempt to do these things) threatened or endangered species listed under the Act.[6] Recognizing that some projects are unlikely to "take" a significant level of at-risk species, federal agencies allow some WCRRI grant sponsors to follow an expedited process that meets Endangered Species Act review requirements and reduces cost, uncertainty, time, and permitting. A grant sponsor may satisfy Endangered Species Act requirements via Fish Passage and Restoration Programmatic Consultation. The Streamlining Endangered Species Act Consultation fact sheet explains the process in detail, a brief description is listed below. For additional information on eligibility or process requirements, please contact RCO staff or Curtis McFeron, National Oceanic and Atmospheric

[6]NOAA Fisheries manages marine and anadromous species, while the U.S. Fish and Wildlife Service manages land and freshwater species. Listed species that may occur near the project and some information on other species may be found online.

Administration's National Marine Fisheries Service (NOAA Fisheries), (360) 534-9309.

- **Fish Passage and Restoration Programmatic Consultation.** This pathway applies to all threatened and endangered species, but only applies to projects that require a U.S. Army Corps of Engineers' permit (i.e., a section 404 or section 10 authorization). U.S. Fish and Wildlife Service and NOAA Fisheries each have an agreement with the U.S. Army Corps of Engineers that provides a mechanism for expedited consultation for qualifying fish passage and habitat restoration projects in Washington State. The two agreements have a similar purpose, but the covered categories of restoration actions and the required conservation measures in each agreement differ. The sponsor should review carefully the category descriptions, exclusions, and required conservation measures of the NOAA Fisheries Biological Opinion and the U.S. Fish and Wildlife Service Biological Opinion during the project design to ensure it qualifies. A qualifying sponsor must submit to the U.S. Army Corps of Engineers detailed information describing the project, the environment, and how the proposal meets the requirements of the Biological Opinions, along with other permit application materials. Refer to the U.S. Army Corps' permitting website for more detailed information on how to apply.

Note that projects that receive funding from Bonneville Power Administration, U.S. Fish and Wildlife Service, or directly from NOAA Fisheries may qualify for additional expedited Endangered Species Act consultation pathways known as the Habitat Improvement Program and the Programmatic Restoration Opinion for Joint Ecosystem Conservation by the Services. Contact those other funding sources for more information.

A sponsor of a project that may affect a federally threatened or endangered species or their designated critical habitat, but does not qualify for expedited Endangered Species Act consultation, may require[7] individual consultation. Contact the local U.S. Fish and Wildlife Service office and the NOAA Fisheries Geographical Branch Chief for more information and technical assistance to avoid take.

[7]Projects with no federal nexus (i.e., funding, permitting, occurring on federal land, or having other significant federal involvement) do not require Endangered Species Act consultation.

Limit 8 self-certification, which is a streamlined process for complying with the Endangered Species Act is not eligible for WCRRI-funded projects.

Cultural Resources

Governor's *Executive Order 21-02, Archaeological and Cultural Resources*, requires that state agencies review acquisition and construction projects for potential impacts to cultural resources, which are defined as archeological and historical sites and artifacts, and traditional Tribal areas or items of religious, ceremonial, and social uses. The goal is to ensure that reasonable action is taken to avoid, minimize, or mitigate harm to those resources.

The federal government, through section 106 of the National Historic Preservation Act, requires similar compliance for projects with federal involvement, for example, projects on federal land, with federal funds, or requiring a federal permit.

Review Process

RCO facilitates review under the Governor's executive order. Federal agencies facilitate review under the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review needed to meet state requirements. Both processes require review, analysis, and consultation with the Washington Department of Archaeology and Historic Preservation and affected Native American Tribes.

RCO evaluates all projects before funding and initiates consultation with the affected Tribes and the Department of Archaeology and Historic Preservation. An applicant should not initiate consultation with either of these groups. The review may require the sponsor to conduct cultural resources surveys or may add requirements to the grant agreement.

An applicant should budget for cultural resources work for most projects. The costs of a cultural resources investigation are highly dependent upon the size, scope, and location of the project. RCO encourages an applicant to work with qualified cultural resources professionals to estimate costs. The Association for Washington Archaeology maintains a list of qualified consultants. Costs for compliance actions (e.g., survey, monitoring, permitting, redesign, and mitigation) are eligible for reimbursement and should be included in the grant application.

Any required cultural resources investigations or documentation must be complete before the sponsor may start any ground-disturbing activities, such as demolition, planting, invasive species removal, or installing signs. Ground disturbance and demolition started without approval are breaches of the grant agreement. RCO will provide a notice to proceed as, cultural resources approval and authorization.

For acquisition projects, cultural resources requirements must be completed before releasing final reimbursements.

State Agency Lands

Cultural resources compliance for a project on land owned or managed by the Washington State Parks and Recreation Commission, Washington Department of Fish and Wildlife, or the Washington Department of Natural Resources, is the responsibility of the respective agency regardless of the sponsor. The sponsor must provide RCO with documentation of compliance with the Governor's executive order or section 106 before receiving the notice to proceed and payment of acquisition.

See RCO manuals 3, 4, or 5 and Protecting Cultural Resources web page for additional details on the RCO cultural resource review process and resources for sponsors and consultants.

Active Projects

Sponsors Must Pay First

RCO pays grants through reimbursement. This means that a sponsor will not receive a lump sum grant in advance. A sponsor may request reimbursement only after paying employees and vendors. RCO does not provide money before vendors are paid. Except as otherwise provided below, RCO will pay only at the percentage identified in the grant agreement after the sponsor has presented an invoice documenting cost incurred and compliance with the provisions of the grant agreement.

RCO will not pay more than the sponsor's out-of-pocket costs.

Reimbursement shall not be approved for any donations, including donated land.

RCO may pay an escrow account directly for RCO's share of the approved cost of land and related costs if the sponsor indicates a temporary lack of money to buy the land on a reimbursement basis. Before release of RCO grants into escrow, the sponsor must provide RCO with a copy of a binding agreement between the sponsor and the seller, all required documentation, and evidence of deposit of the sponsor's share, identified in the grant agreement, into an escrow account. *See Manual 3: Acquisition Projects* for more information on escrow payments.

RCO requires a minimum of one billing a year and a maximum of one a month.

Billing procedures are explained further in *Manual 8: Reimbursements*.

Reimbursement workshops are available online on the RCO website. The sponsor may download cash advance request forms, and view reimbursement policies, audit information, labor and mileage rates, and other financial information on RCO's billing web page.

Any significant change orders during project construction must be approved in advance by RCO staff.

In limited situations, advances can be made to third-party sponsors. Landowners are not eligible to receive advances.

All project costs submitted for reimbursement must directly relate to the work identified in the grant agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses are in section 2 of this manual, *Manual 5: Restoration Projects*, and *Manual 7: Long-Term Obligations*. Additional costs that may be eligible are described in this manual.

Cash Advance Policy

RCO recognizes that a sponsor may not have the cash flow needed to implement parts of a project. Short-term cash advances are available. Follow the escrow process in PRISM Online for land purchases (fee simple or easement).

To comply with federal rules and state law, RCO established an advance policy for private entities and one for public and quasi-public entities. A public and quasi-public entity is defined as an entity established or authorized by law that would not constitute a private service provider under Revised Code of Washington 43.88.160(5)(e).

Please refer to *Manual 8: Reimbursements* for detailed information on cash advances.

Progress Reports

The sponsor must enter two progress reports a year for each funded project using the PRISM online progress reporting tool. Progress reports are identified in the grant agreement milestone dates. The progress report must answer the following five questions:

- Are there any significant challenges that might hinder progress on meeting the project milestones?
- What work was accomplished during the reporting period?
- Does the sponsor anticipate any changes to the project?
- What work is planned for the next reporting period?
- Does the sponsor anticipate the need to request an amendment to the grant agreement in the next six months?

Progress reports for an acquisition project include questions about where the acquisition process stands for properties not yet acquired.

For a restoration project, the sponsor must provide progress metrics on the work completed to date.

PRISM automatically emails the sponsor when a report is due. RCO grants managers may provide feedback on the report or ask for clarification of submitted information. The PRISM module tracks the progress reporting history and is available to lead entities and regions. More information and training on the PRISM online reporting tools is on the RCO website.

Amendments and Cost Increases

If during an active grant agreement, the project scope, timeline, or cost of completing a project requires a change, the sponsor may request an amendment to the agreement. The sponsor must submit the amendment requests in writing or via the PRISM progress reporting module to the RCO grants manager. Cost and scope change amendments must include an Amendment Request Form. The grants manager reviews amendment requests for clarity and eligibility, and

facilitates the review and approval processes per WCRRI Amendment Request Authority in appendix C. Once amendments are approved or denied, the sponsor will receive a written notice from the RCO grants manager.

Time Extension Amendment

Sponsors should notify the RCO grants manager of any projected delays associated with the agreement end date (contract termination date) as soon as possible. Delays that affect the agreement's end date require a time extension amendment to the grant agreement. Extension requests using the amendment request form should be provided to RCO no less than sixty days before the project completion date. Note that funded design projects are not eligible for time extensions and must be completed within eighteen months of the funding date.

RCO cannot guarantee that WCRRI funds will be re-appropriated by the Legislature past the biennium when funds are awarded. A sponsor with a project that goes past June 30 of odd-numbered years or who requests time extensions past this date does so at a risk. If WCRRI funding does not get re-appropriated, all agreements will be terminated, and work that goes past the end of the funding biennium cannot be reimbursed.

Cost Change Amendment

Reasonable requests for additional money to cover expenses exceeding original budgeted costs will be considered. A dedicated source of funding for cost increase amendments does not exist; however, funds returned from completed projects will be made available on a first-come-first-served basis. The sponsor should consider all potential funding sources (internal, other grant programs, partner agencies, landowners) as part of a strategy to compensate for unforeseen costs. If funds are not available through WCRRI and/or costs are considered unreasonably high, RCO and the WCRRI Steering Committee may require a project scope reduction if possible or termination of a grant agreement. Projects completed under budget, with remaining WCRRI funds at the end of a grant agreement do not require a cost change amendment. All cost change amendment requests must include a revised Cost Estimate Spreadsheet or similar budget document. Review the WCRRI Amendment Request Authority (appendix C) for the specific review and approval process with a cost change amendment request.

A sponsor who overspends the project budget does so at its own risk and is not guaranteed a cost increase to cover budget overruns. Submit all cost increase requests before over-spending project budgets.

Scope Change Amendment

If a sponsor requests a change in scope for a project, RCO and the WCRRI Steering Committee must approve it first. Consult the RCO grants manager to determine whether the change constitutes a scope change. Scope change amendment requests may require other supporting documents such as a revised Cost Estimate Spreadsheet or project narrative and metrics.

Work that is outside project scope is ineligible, even if the activity is programmatically eligible, and will not be reimbursed. The sponsor should request a scope change before implementing work outside the project scope.

Inspections

After project funding, the sponsor shall provide the right of access to the project area to RCO, or any of its officers, or to any other authorized agent or official of the State of Washington or the federal government, at all reasonable times, to monitor and evaluate performance, compliance, and quality assurance. Normally, RCO staff conduct four types of project site visits:

- Pre-award. Made during the application phase, normally with the applicant to assess the project area and scope of work for eligibility concerns and compatibility with the grant program.
- Interim. This inspection, normally coordinated with the sponsor, is made sometime during the project implementation phase to help resolve any apparent or anticipated problems and to monitor project progress.
- Final. Before final acceptance of the contractor's work or accepting a project as complete, the sponsor shall request a final inspection by RCO. This request must be made only after the project is complete, architects and/or engineers have made their inspections, and defects have been corrected. It should be scheduled near project completion but still within the performance period of the contractor. The project must be constructed and functional as described in the grant agreement. The final inspection will review the following:

- Completion of the project scope of work as described in the agreement.
- Site appearance and construction quality.

When RCO staff's final inspection verifies that the project is complete, the final payment, including retainage, will be made.

- Compliance. Performed about every five years to ensure the site is managed and maintained as specified in the grant agreement. After making special arrangements with RCO staff, the sponsor's staff may perform these inspections.

Final Report

The sponsor is required to complete and submit a final report in PRISM Online at the completion of the project. The sponsor provides a final project description, narrative, and information about the scope and costs of the project. The sponsor will verify or update metrics reported through earlier progress reports and billings. The final report must be submitted within ninety days of the grant expiration date.

The RCO grants manager may return a report to provide feedback or ask for clarification of the information submitted. The grants manager will determine whether any amendments will be required before closing a project.

The grant agreement includes the due date for the final report. PRISM will email the sponsor when the report is due.

Site Maintenance and Long-Term Obligations

A WCRRI grant comes with long-term obligations to maintain and protect the project area after the project is complete. "Project area" means the area consistent with the geographic limits of the scope of work of the project. For a restoration project, the project area includes the physical limits of the project's final site plans or final design plans. For an acquisition project, the project area must include the area described by the legal description of the properties acquired in the project. The long-term obligations for projects are described in section 25 of the grant agreement and *Manual 7: Long-Term Obligations*.

In addition to the long-term obligations outlined in the grant agreement, for fish passage projects**.** the landowner is required to maintain unimpeded fish passage

at the project site in perpetuity as specified by Revised Code of Washington 77.57.030. For questions about this law contact the Washington Department of Fish and Wildlife.

RCO recognizes that changes occur over time and that some acquisitions may become obsolete, or the land needed for something else. The law discourages casual discards of land and facilities by ensuring that the grant sponsor replaces the lost value when changes or conversions of use take place.

In general, the project area funded with an RCO grant must remain dedicated to the use as originally funded, such as for habitat restoration purposes, for as long as defined in the grant agreement. For an acquisition project, that period is perpetual. For a restoration project, the ongoing obligation is at least ten years from the date of project closure or more as specified in the landowner agreement (or stewardship plan for sponsor-owned project areas).

A conversion occurs when the project area acquired, developed, or restored with RCO grants is used for purposes other than what it was funded for originally. See *Manual 7: Long-Term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations for an RCO grant may jeopardize an organization's ability to obtain future RCO grants.

Prohibited Uses on RCO-Funded Land

Uses of WCRRI-funded land generally are limited to restoration and protection for habitat and ecosystem resiliency purposes. Except as further provided for below and as specifically allowed by RCO as part of a grant agreement or other review process, all uses, infrastructure, and improvements inconsistent with the funded purposes of the grant are prohibited and must be avoided, removed, or demolished.

As part of the application process, an applicant can check with the RCO grants manager to see if any existing or planned permanent uses, improvements, or infrastructure are being considered as part of ongoing stewardship and development of the project area. This information will be reviewed by RCO in accordance with this policy and used to develop the grant agreement together with the sponsor. When merging a WCRRI-funded acquisition project with RCO funding from another program, other relevant policy manuals may be used to determine allowable uses, infrastructure, and improvements.

If a sponsor plans to install permanent improvements or infrastructure on WCRRI-funded land after grant closing, RCO will review the proposal in accordance with this policy. All requested improvements or infrastructure not allowed specifically below or which do not clearly meet the criteria below will be reviewed under RCO's Allowable Uses Framework in *Manual 7: Long-Term Obligations*.

Allowed Uses on WCRRI-Funded Acquisitions

Public Use

Projects receiving WCRRI grants for fee-simple land acquisition must be available for public use unless otherwise approved by RCO. For more information on public access requirements and restrictions, see *Manual 3: Acquisition Projects* and *Manual 7: Long-Term Obligations*. This policy does not apply to restoration projects or areas purchased under a conservation easement or similar less-than-fee-simple method.

Public use of WCRRI-funded sites generally will be limited to low-impact, passive recreational and cultural uses consistent with the habitat restoration and ecosystem resiliency purposes funded.

Public Use Infrastructure

To provide for the safety and enjoyment of the public, a sponsor may keep or build minimal outdoor access infrastructure on WCRRI-funded properties. Existing structures may be kept if essential to supporting safe and sustainable public use. New infrastructure is limited to the following:

- Unpaved parking areas and associated access roads if they remain at grade or use existing roadbeds, and are in existing rights-of-way, in previously disturbed open areas, or areas recently cleared as part of demolition.
- Trails, paths, boardwalks, railings, and bridges if they avoid sensitive areas, stay at grade whenever possible, minimize riparian vegetation disturbance, and use gravel or wood chips sparingly as needed to support public safety and accessibility goals.
- Fencing and gates to protect riparian plantings or sensitive habitat from public access, or to delineate high-use recreational areas such as parking lots or trailheads.

- Signs and kiosks to identify boundaries and entrances, recognize funders, share trail information and rules, or provide interpretive information.
- Recreational amenities such as benches, tables, vault toilets, water spigots, drinking fountains, trash cans, bike racks, and small open-air shelters, provided they are sited to minimize disturbance.

Not all allowed public use infrastructure above is eligible for funding. WCRRI funding may be provided for new infrastructure if it is an eligible cost on an acquisition project (see *Manual 3: Acquisition Projects)* or restoration project (see *Manual 5: Restoration Projects*).

Maintenance Infrastructure

Pending review by RCO, limited retention and/or development of permanent maintenance infrastructure is allowed on WCRRI-funded land if needed to support long-term salmon recovery restoration, associated habitat stewardship, or management of public use. Existing structures and associated utilities may remain if essential to the operations and maintenance of the funded site; otherwise, they must be demolished. New infrastructure is limited to the following:

- Small, enclosed storage or maintenance sheds needed to house tools, vehicles, and other infrastructure and materials essential to the salmon recovery resources of the site.
- Fencing to prevent disturbance of sensitive habitat, natural features, and riparian plantings on the property.

Not all allowed maintenance infrastructure above is eligible for funding. WCRRI funding may be provided for infrastructure only if it is an eligible cost on an acquisition project (see *Manual 3: Acquisition Projects)*.

Specific Allowed Uses

Fish Acclimation

Acclimation ponds for rearing juvenile fish species are not eligible for WCRRI funds, but may be allowed on WCRRI-funded properties under the following conditions:

- Fish acclimation occurs in a natural pond, wetland, or stream channel (off-channel or side channel).
- No earth moving, water diversion, or substantial alteration to the existing habitat conditions are conducted. Efforts are taken to use the least impactful methods to achieve project goals; any impacts are mitigated post-project.
- Proposed use is consistent with the terms of the existing WCRRI conservation easement between the sponsor and landowner and approved by the conservation easement holder, where applicable.
- The salmon recovery region or lead entity reviewed and approved the supplementation proposal for consistency with the salmon recovery plan.
- Listed species are not harmed or negatively affected.
- Use of the project site will not impair stream, riparian, or wetland habitat.
- The acclimation period is short-term, typically less than ninety days, and all acclimation-related infrastructure is removed after juveniles are released each season.
- RCO grants manager has approved specific acclimation activities.

Requests for acclimation ponds that do not meet the criteria above must be reviewed under RCO's Allowable Uses Framework.

Land Conveyances to the Federal Government

At times, land purchased with a WCRRI grant may transfer to the federal government for free or in exchange for similar property. In these instances, RCO will use the following process:[8]

[8]Revised Code of Washington 77.85.130(7) states that: (7) Property acquired or improved by a project sponsor may be conveyed to a federal agency if: (a) The agency agrees to comply with all terms of the grant or loan to which the project sponsor was obligated; or (b) the WCRRI Steering Committee approves: (i) Changes in the terms of the grant or loan, and the revision or removal of binding deed of right instruments; and (ii) a memorandum of understanding or similar document ensuring that the facility or property will retain, to the extent feasible, adequate habitat protections; and (c) the appropriate legislative authority of the county or city with jurisdiction over the project area approves the transfer and provides notification to the WCRRI Steering Committee.

1. Sponsor notifies RCO of the intent to convey land to a federal agency.
2. The RCO grants manager assists in the development of an agreement to ensure parties consider the appropriate level and scope of habitat protections.
3. Sponsor submits a draft agreement to RCO.
4. WCRRI Technical Review Panel conducts a technical review and assessment of the proposed substitute habitat protections.
5. RCO grants manager and policy staff review the agreement to determine if all criteria were addressed and if the agreement is ready to present to the WCRRI Steering Committee.
6. Staff present the conveyance request to the WCRRI Steering Committee at a public meeting with an opportunity for public comment.
7. The WCRRI Steering Committee may take the following actions:
    - Approve the conveyance and associated habitat protections as presented.
    - Provide additional guidance and request a revised proposal.
    - Deny the proposed conveyance.

If the terms of the original grant were revised, the following criteria must be met to meet the statutory requirement of Revised Code of Washington 77.85.130(7)(ii):

- The WCRRI-funded property must be conveyed in its entirety.
- The sponsor cannot receive compensation in any form for the conveyance unless receiving a property of equal or greater conservation value, including species and habitat, (than the conveyed property) that will remain protected in perpetuity.
- The conveyance agreement must include the original grant conditions except where those conditions are contrary to federal law or policy. In those instances, as directed by the statute, the draft agreement must identify substitute habitat protections.

- Substitute protections must fully meet or exceed the goals and objectives of the original project and result in the outcomes intended in the original grant. If substitute protections cannot be ensured to fully meet or exceed the goals and objectives of the original grant, other benefits to the targeted species, habitat, or ecosystem functions must be provided that outweigh the potential loss of protection.

- Substitute protections or other intended benefits of the conveyance must support habitat restoration or resilience and produce sustainable and measurable benefits for the target species and their habitats.

- Substitute habitat protections must do the following:

    - Apply to the full parcel of land funded by WCRRI.

    - Be long term or in perpetuity, if possible, under federal law and policy.

    - Support those habitat and other ecosystem functions necessary to survival and health of the target species identified in the original grant.

    - Be legally enforceable.

- There must be a high likelihood that future uses on the land will be conservation-oriented or aligned to the original grant conditions. Measures of future uses include but are not limited to commercial value and resource extraction value.

- The proposed management plan should provide equal or greater stewardship of conservation values than that intended in the original grant.

- Agreement must clearly identify remedies in law, statute, and contract terms.

- The agreement mechanism must be legally enforceable with known remedies.

Other Requirements and Things to Know

Open Public Records Act

RCO records and files are public records that are subject to the Public Records Act.[9] More information about RCO's disclosure practices is available online.

Audits

All records relevant to a WCRRI-funded project must be on file with the sponsor and are subject to audit by the State and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to the board.

Civil Liability for Landowners

In 2013, state law exempted landowners from civil liability for property damages resulting from habitat projects on their lands. The law amends Revised Code of Washington 77.85.050, which is the salmon recovery law. The law provides specific information on what steps project sponsors and landowners must take to be covered by the exemption. See RCO's salmon liability fact sheet for more information.

Veterans Conservation Corps

The Department of Veterans Affairs created the Veterans Conservation Corps and maintains a list of veterans with an interest in working on environmental restoration projects. The WCRRI Steering Committee encourages sponsors to incorporate veterans into projects when possible. For additional information about this program, contact the Veterans Conservation Corps coordinator.

Invasive Species

The Washington Invasive Species Council developed protocols for preventing the spread of invasive species while working in the field. The WCRRI Steering

[9] "Any project sponsor receiving funding from the WCRRI grant program that is not subject to disclosure under chapter 42.56 RCW must, as a mandatory contractual prerequisite to receiving the funding, agree to disclose any information in regard to the expenditure of that funding as if the project sponsor was subject to the requirements of chapter 42.56 RCW." [Revised Code of Washington 77.85.130(8)]

Committee encourages grant sponsors to consider how their projects may spread invasive species and work to reduce that possibility. Invasive species may be spread unintentionally during restoration activities by the following actions:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle's tires to another site. New infestations can begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.

- Sampling streams and moving water or sediment infested with invasive plants, animals, or pathogens via boots, nets, sampling equipment, or boats from one stream to another.

- Moving weed-infested hay, gravel, or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate and infest the new site.

The key to minimizing the introduction and spread of invasive species at a restoration site is twofold: use materials that are known to be free of invasive plants or animals in the project and clean equipment both before and after the job. Equipment to clean should include, but not be limited to, footwear, gloves, fishing equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Grant Program Acknowledgement and Signs[10]

The sponsor must acknowledge WCRRI funding in all projects. This includes the following:

- Written acknowledgement in any news release or publication developed or modified for the funded project.

- Prominent placement of signs at entrances and other locations unless waived by the RCO director. The sponsor may build such signs to harmonize with an existing design standard or request a standard acknowledgement sign from RCO.

  For a sponsor developing its own signs, below are suggestions for how to incorporate appropriate acknowledgement:

[10]Washington Administrative Code 286-13-120

  - Funding provided by the Washington Coast Washington Coast Restoration and Resiliency Initiative grant program
  - Grant funding from Washington Coast Washington Coast Restoration and Resiliency Initiative made available through the Washington State Recreation and Conservation Office.

  Funding acknowledgement signs must be posted before the grant agreement end date and final reimbursement. RCO may provide free funding acknowledgement signs for this grant program upon request. The sponsor must provide proof of the funding acknowledgement by attaching photographs or other evidence to PRISM.

- Verbal acknowledgement during all ground-breaking and dedication ceremonies.

The sponsor should notify RCO at least two weeks before any project dedication ceremony and thirty days in advance if an RCO representative or speaker is requested at the ceremony.

Projects in which posting is impossible due to circumstances out of the control of the sponsor, like restoration, are exempt from this requirement.

Additional Rules and Instructions

RCO may issue additional or modified rules, instructions, interpretations, and guides from time to time as it believes necessary for the effective conduct of the grant program. Such changes may apply to all projects. Whenever possible, sufficient lead time will be given between the announcement and the effective date to minimize impacts to projects already in process at the time of announcement.

Appendix A: Application Checklist with Forms

The following table lists the required materials for a complete project application.

Project Application Checklist

In PRISM online, complete all application pages, select Check page for errors on each page, or select check application for errors on the Submit Application page to make sure all fields are complete. On the PRISM attachments page, the attachments checklist does not necessarily represent all required application attachments, depending on the project type and proposal. Use the checklist below to ensure all required attachments are included by the application due date.

PRISM Online Attachment Checklist Items

- ☐ **Cost Estimate Spreadsheet.** Applicant creates. WCRRI recommends using its template or similar format. Attach in PRISM and clearly label as "Cost Estimate." Optional Template

- ☐ **Maps:** Applicant creates the following maps:
    - General vicinity map
    - Site plan for restoration project
    - Parcel map for acquisition project
    - Geographic envelope maps, if needed

- ☐ **Design Documents for Restoration Project.** Applicant creates the documents below: See appendix E for design document requirements.

- Conceptual designs required at application for field fit restoration projects.
- Preliminary designs are required at application due date for an applicant requesting $350,000 or more in WCRRI funds.

☐ **Project Photographs.** Applicant creates the following:

- At least two photographs of site conditions before project implementation are required in .jpg file format.
- Additional graphics and photographs to describe the project may be attached in a PowerPoint or PDF document (optional).

☐ **Barrier Evaluation Forms and Correction Analysis Form** (fish passage projects only).

- Barrier Evaluation Form is required for a fish passage project (planning or restoration).
- Correction Analysis Form is only required for a barrier correction field fit construction project requesting less than $350,000 from WCRRI.

Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife's Fish Passage Map website.

☐ **Other Materials. (optional):** Applicant may create Waiver of Retroactivity, graphs, supporting documents, letters of support, etc.

☐ **Riparian Enhancement Plan.** For riparian restoration projects as primary purpose. Example Plan. For more information, please refer to appendix F.

☐ **Landowner Acknowledgement Form.** (required for project on land that is not owned by the applicant including state-owned aquatic lands)

☐ **Project Partnership Contribution Form.** A state agency is required to have a local partner; also suggested for organizations other than the applicant (third party) providing match.

☐ **Letters of Support.** Applicant creates. (See appendix D)

- ☐ **Priority Habitat and Species Parcel Report.** Attach a Parcel Report from Washington Department of Fish and Wildlife's Priority Habitat Species map. This will provide a list of species potentially benefitting for the Technical Review Panel evaluation.

- ☐ **RCO Applicant Resolution and Authorization Form.** This form is required for any non-Tribal sponsor that will sign the grant agreement.

- ☐ **RCO Fiscal Data Collection Sheet.** This form collects information about the applicant's organization's indirect rate and other financial information.

- ☐ **Tribal Notification Letter.** This letter is required for all projects. Template Letter

- ☐ **WCRRI Comment Form** (Revised application due date, only). The applicant must respond to review panel and grants manager comments and attach this form in PRISM. Applicant also must update application metrics in PRISM as needed.

Appendix B: Funded Project Forms

Landownership Certification Form

This form ensures that the sponsor reviewed property information and that no encumbrances exist that would adversely affect the ability to restore the property. This form is required for all restoration projects and for all preliminary or final design projects after identifying the project site. The sponsor must submit the form before RCO issues a grant agreement. Visit the RCO website to download a Landownership Certification Form.

Landowner Agreements

A landowner agreement is required for a restoration project on land that the sponsor does not own. Provide RCO with a signed landowner agreement before construction or before reimbursement for any construction expenses. The agreement is a document between the sponsor and the landowner that, at a minimum, allows access to the site by the sponsor and RCO staff for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities. The landowner agreement remains in effect for at least ten years from the date of project completion. The date of project completion is the date of final payment to the sponsor, as defined in section E of the RCO grant agreement. It is the sponsor's responsibility to inform the landowner of this date. Visit the RCO website to download a Landowner Agreement Form.

Acquisition Stewardship Plan

If the sponsor acquired fee-simple land, the sponsor must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the property in perpetuity. To download a template with the recommended plan components, visit the RCO website.

Restoration Stewardship Plan or Riparian Enhancement Plan

If the sponsor completed a restoration project, the sponsor must provide a stewardship plan at the close of the project. Riparian restoration projects will complete a riparian enhancement plan. See appendix F for details of required elements. A plan is necessary to ensure the landowner will maintain the project area for at least ten years after completion. Visit the RCO website to download template with the recommended plan components.

Amendment Request Form

A sponsor wishing to request a scope change, time extension, or cost change amendment to the agreement, or wishing to appeal any decision to the WCRRI Steering Committee may complete an Amendment Request Form developed for WCRRI projects. Submit to the grants manager for review and consultation according to the approval authority matrix in appendix C of this manual.

Appendix C: WCRRI Amendment Request Authority

All Project Types

Amendment Request: Increase project funds due to project adjustments or overrun[11]

Example: The site had different soil types than expected and it cost more than anticipated to do the geotechnical analysis, design, and install the culvert. Sponsor now requests an increase in WCRRI funds.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Technical Review Panel	Available to review amendment
WCRRI Steering Committee	May approve

Amendment Request: Increase or decrease project scope (no funding change)

Example: The sponsor planted three thousand trees and shrubs on three acres of riparian habitat as outlined in the contract. Funds remain and the sponsor wants to plant an additional one hundred trees and shrubs on adjacent acres.

Example: The sponsor plans to remove two barrier culverts. After designing the project, the sponsor only has funds to install one culvert. The sponsor requests a scope reduction but still needs to use all the funds.

Sponsor	May consult

[11]Cost increases may be granted only if funding is available.

RCO Director	May approve or recommend
WCRRI Technical Review Panel	Available to review amendment
WCRRI Steering Committee	May approve

Amendment Request: Change project type

Example: The sponsor proposed to buy floodplain or riparian habitat and reconnect a side channel on a portion of the site. The sponsor now proposes buying the land only.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Steering Committee	May approve

Amendment Request: Transfer sponsorship

Sponsor	May consult
RCO Director	May approve

Acquisition Projects

Amendment Request: Change site to a contiguous site

Example: The sponsor proposed to buy six parcels. One of the parcels is not available, and the sponsor asks to buy a different contiguous site.

Sponsor	May consult
RCO Director	May approve site add/change
WCRRI Steering Committee	Available to review amendment

Amendment Request: Change site to a non-contiguous site

Example: The sponsor proposed to buy six parcels. One of the parcels is not available, and the sponsor asks to buy a different site on a different part of the river.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Steering Committee	May approve

Amendment Request: Pay more than fair market value (no increase in funding)

Example: The sponsor and landowner negotiate a purchase price above the fair market value.

Sponsor	May consult
RCO Director	May approve more than 10 percent
WCRRI Steering Committee	May approve up to 10 percent

Restoration Projects

Amendment Request: Significant change in the project location

Example: The sponsor is unable to replace a culvert at the proposed location and asks to replace a culvert on another river or Water Resource Inventory Area or to benefit different fish.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Steering Committee	May approve

Assessment and Inventory Projects

Amendment Request: Significant change in the location of the study

Example: The sponsor proposed to inventory barriers on a specific river and later asks to inventory another river or Water Resource Inventory Area or to benefit different fish.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Steering Committee	May approve

Amendment Request: Change type of study

Example: The sponsor proposed to do an assessment on forage fish but after more research determines an inventory of barriers is more important.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Steering Committee	May approve

Appendix D: Letters of Support

To be considered for WCRRI funding, a project sponsor must show local support for the proposed project. This may be accomplished by submitting at least one letter of support as a PRISM attachment with the application materials. The letter specifically should mention how the project will benefit the local community (local defined as within the county or Water Resource Inventory Area of project location). The letter must be signed by a qualifying local organization, listed below.

- Citizen or citizen group
- Conservation organization
- Landowner
- Managing entity of a Tribal government
- Local elected body (city, county)

A project proposal must include at least one letter of support from outside the sponsor's organization to qualify for the WCRRI list of projects, regardless of rank.

Appendix E: Design and Restoration Project Deliverables

How Appendix E is Organized

This appendix guides sponsors through the typical stages of site-specific, restoration project development: conceptual design, preliminary design, final design, and construction. The information below outlines the full suite of deliverables included in the design and construction process and how they are connected to a particular project stage. Timing for providing a certain deliverable to RCO is discussed in this manual.

The design deliverables appendix allows sponsors to tailor design or restoration efforts to their projects' needs, complexity, risk, and funding, while maintaining technical rigor, ensuring a consistent approach to project review, and encouraging best practices in the field.

Riparian restoration projects that involve invasive species control, planting, and stewardship activities require a Riparian Enhancement Plan. Appendix F provides specific details.

Technical Expectations

While each project is unique, there are certain foundational requirements and analytical approaches common to all restoration projects that will help ensure a smooth technical review and timely completion of deliverables. All sponsors are expected to meet the expectations below; failure to do so will have implications for funding.

Incorporate a Qualified Design Team

Habitat restoration projects require a designer or team with a balance of knowledge and experience in fisheries biology, civil engineering, geomorphology, and other technical fields. The person or team completing the project design should include at least one licensed professional engineer with experience in ecosystems and habitat restoration. Projects with straightforward project design and minimal sponsor liability concerns may not require a licensed professional engineer and people with applicable experience and technical knowledge may design the project.

If a licensed engineer will not design the project, indicate this in the application and describe the qualifications and experience of the team that will design the project. The Technical Review Panel will use this information during its review.

Use a Standard Design Approach

RCO has supported the development of a series of technical guidance documents through the Washington Department of Fish and Wildlife's Aquatic Habitat Guidelines program, including *Stream Habitat Restoration Guidelines* (2012), *Water Crossing Design Guidelines* (2013), *Marine Shoreline Design Guidelines* (2014), and *Incorporating Climate Change into the Design of Water Crossing Structures* (2017). The information below was derived from the standards in these guidance documents, and sponsors are encouraged to use these design resources in developing projects.

Provide Analysis and Evaluation

Engineering design and technical evaluation must focus on achieving the project's goals and objectives. Sponsors are encouraged to ensure that their planning and design efforts are focused specifically on achieving the project's goals and objectives throughout the process. RCO recommends sponsors consult chapters 4 and 5 of the *Stream Habitat Restoration Guidelines,* which provide guidance on developing goals and objectives, restoration strategies, and designing and implementing restoration techniques.

RCO incorporated examples of, and guidance for, common restoration project goals and objectives in the online application. PRISM contains many examples of project design deliverables for projects ranging from straightforward fish passage projects to complex, multi-phase, reach-level restoration projects, all of which can help sponsors plan appropriate design efforts.

Submit a Basis of Design Report

A Basis of Design Report is a required deliverable for all RCO-funded design stages and provides a critical record of the technical analyses and decisions that support the design. The report provides the details necessary for the Technical Review Panel, grants managers, permitting authorities, stakeholders, and other funders to understand how a project meets its goals and objectives. This appendix divides the report into (numbered) chapters that follow the standard design report development process. The level of completion and detail of each chapter are dependent upon the design stage (conceptual, preliminary, final, design-build).

To understand the report deliverable, RCO published some sample design reports on its website to help illustrate the needed level of detail and the layout of a design report.

Other Requirements

While not required elements for a design, the following two items are required for design projects.

Landowner Acknowledgement Form

When a geographically designated, site-specific project is ready to move through the standard design process, all impacted landowners must be made aware of the project. Provide signed Landowner Acknowledgment Forms for all known and potentially impacted landowners with the final application. This requirement must be met before any stage of design or construction; however, once a landowner has signed an acknowledgment form, new forms are not required at subsequent stages of design or construction unless landownership has changed or a substantial amount of time has passed between design stages.

For more information on control and tenure documentation, see section 4.

Cultural Resources Compliance

Real property restored through RCO funding is subject to Governor's Executive Order 21-02 or compliance with section 106 of the National Historic Preservation Act. RCO requires documented compliance with the applicable cultural resources review process before any ground-disturbing activities (including demolition). RCO performs initial consultation during the conceptual design stage. If next

steps are determined to be necessary during the active project, these should be included in subsequent design applications.

For more information on cultural resources review, see section 4.

Project Stages

To promote consistent technical standard of care and uniform project documentation for the public record, RCO-funded planning and restoration projects should follow four standard project development stages, as further described below. Multiple design stages may be completed within the scope of a single grant or phased in multiple projects. If multiple design stages are in a single project, the sponsor must complete and submit the deliverables from the previous stage before beginning work on the next stage. If design stages are funded in separate projects, the sponsor must submit completed deliverables from the previous stage as part of the application for the next project stage. Ideally, the completed design deliverables from previous stage(s) are submitted before the application due date. Lack of progress on earlier stages may result in a current application scoring fewer points during application evaluation, due to lack of information or sequencing.

Below are a description of each project stage and its deliverables, in the order which they should occur. All items in the design phase should be completed and submitted to RCO before moving to the next design phase. Each design phase builds upon the previous. Depending on the project application certain deliverables are due at the time of project application, as described in other sections of this manual.

Conceptual Design

A conceptual design involves the selection and high-level design of a preferred, site-specific alternative to achieve desired restoration outcomes that address one or more priorities in a watershed strategy. The conceptual design should be guided by specific desired objectives, collect adequate technical information to evaluate existing conditions, develop alternatives, and result in detailed drawings and a written report sufficient to explain and support the preferred alternative as well as guide the next stages of design. The following are required deliverables for conceptual design.

1. Design Drawings

Each conceptual design alternative must include a description of the design and a plan view drawing of existing site conditions and the proposed project on accurately scaled site plans. The plan view drawing must include an area/location map, property boundaries (either surveyed or approximated based on assessor's data), landownership, roads or other infrastructure as appropriate, scale, north arrow, water bodies and direction of flow, bank-full width or mean high water line for marine waters, and approximate dimensions of proposed elements.

2. Basis of Design Report

The Basis of Design Report is a detailed record of a project design process that accompanies visual plans and drawings. The following steps or chapters outline the full suite of information considered and documented if appropriate for the project type. Pay attention and ensure the project provides the content outlined in these chapters, rather than adhering to the layout.

2a. Introduction, Goals, and Objectives

The project introduction will include a clear explanation of the fundamental purpose of the project, description of the site-specific limiting factors for specific Endangered Species Act-listed salmonids and applicable life stages, and the specific habitat restoration goals and objectives of the project. Identifying goals and objectives for each project is a critical technical framework that demonstrates a project's certainty of success and benefits for salmon recovery.

Goals–Goals articulate desired biological outcomes (i.e., desired future conditions) and what salmonid species, life stages, and/or seasonal needs will benefit from those outcomes.

Objectives–Objectives define the specific project outputs produced to achieve the stated project goals. Objectives are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). Note that project objectives are not the same as work tasks in a project's scope of work.

The PRISM grant application contains links to examples of goals and objectives appropriate for the various types of funded projects (e.g.,

acquisition, assessment, design, and restoration projects). RCO encourages sponsors to review these examples and consult with experienced design professionals, the SRFB Review Panel, and grants managers to help frame clear goals and objectives.

2b. Site Characterization

A detailed characterization of existing conditions relevant to project design, in the context of established goals and objectives. The level of information will vary from project to project, but typically includes the following elements when available:

- A summary of site, reach, and watershed conditions
- Site history leading to the observed problems
- Biological and water quality factors as they relate to the project conditions
- Topographic, geomorphic, and vegetative survey information
- Surrounding habitat types and land uses
- Landowner and community expectations
- Water velocities, depths, and flow rates applicable to species and life stages being targeted by restoration practices
- Groundwater or hyporheic flow ranges
- Tidal elevation and ranges
- Available sediment sampling information
- Site constraints and maintenance requirements that may present challenges to natural process-based restoration

2c. Alternatives Assessment and Selection

A core element of the restoration planning process is identifying the range of feasible approaches to meet the project's goals and objectives. This section will include a description and evaluation of these design alternatives

considered to achieve the project goals and objectives culminating in the selection and of a preferred alternative with supporting rationale.

Include a written comparison of each of the alternatives through a thorough evaluation process based on consistent criteria. The applicant is highly encouraged to include visual depictions (maps with design elements applied to the specific site) or typical-style drawings to show a comparison of alternatives. When assessing alternatives, the applicant will consider the following evaluation criteria, at a minimum:

- Connection to project goals and objectives
- Tangible benefit to all targeted species and life stages
- Stakeholder comments and community support
- Economic feasibility (appropriate cost-to-benefit ratio)
- Likelihood of success
- Ongoing maintenance requirements
- Project sustainability and resilience

The sponsor must clearly identify and justify selection of a preferred design alternative to achieve project objectives, which will form the basis of all subsequent design stages.

The preferred alternative will include a detailed written description of all proposed design elements. To meet conceptual design requirements, the preferred alternative will depict an accurately scaled site plan view drawing of existing conditions and project elements. Specifically, the drawings for the preferred alternative must include, at a minimum, the following:

- An area/location map
- Property boundaries and land ownership (either surveyed or approximated)
- Roads and other existing infrastructure
- Scale and north arrow

- Water bodies and direction of flow
- Bank-full width (freshwater), mean high water line (marine)
- Approximate location and appropriately scaled dimensions of proposed design elements

2d. Cost Estimate

The level of detail and accuracy of a cost estimate for construction is driven by the stage of design. Conceptual design-level construction cost estimates are rough calculations not based on thorough quantification of project costs but rather professional opinions of similar project costs. They are intended as an initial estimate to inform evaluation of differences between project alternatives.

Preliminary-level design cost estimates include quantified costs derived from the design process, further refined and updated at final design. Detail will include estimates of line items such as the following:

- Materials
- Contract labor costs
- Construction supervision
- Special services such as surveys, materials testing, and geotechnical
- Sales taxes

Preliminary Design

Preliminary design advances a site-specific alternative into a more detailed understanding and quantification of all the major project elements and results in design drawings and a Basis of Design Report that meet the qualifications for construction permit applications with state and federal agencies. See the detailed deliverables descriptions below for more information about preliminary design requirements.

1. Preliminary Design Drawings

The preparation of preliminary design drawings is key to completing a successful habitat restoration project. All design and restoration projects require design drawings in digital format (e.g., AutoCAD). Each drawing should be to scale, with vertical and horizontal scales on the drawings being kept the same when possible.

For the preferred alternative, the minimum drawing requirements must depict all project elements in sufficient detail to support project permitting and construction and include at least the following:

- Existing site plan showing area/location map; property boundaries; landownership; road, utilities, or other infrastructure as appropriate; scale; north arrow; water bodies and direction of flow; and bank-full width or mean low and high water (marine waters).
- Project site plan view drawing(s) showing proposed actions overlaid on the site plan (above). The site plan will include all project elements including installation and removal of fill, wood, rock, culverts, and infrastructure; clearing and staging; dewatering, etc. Include additional structural design details as needed.
- Longitudinal profile and multiple cross-sections at important project locations showing water surface elevations relevant to the design (e.g., ordinary high water, maximum design flow, tidal elevations, flood elevations.)
- LiDAR (Light Detection and Ranging) layer with location of all major project elements, if available.

Include additional design drawings where available for complex projects or projects with multiple features or multiple sites.

2. Basis of Design Report

The preliminary design process may result in revision or further development of the previous of the basis of design report and conceptual design drawings. The following items should also be added.

2a. Design Considerations and Analyses

This chapter outlines the specific design criteria that define the intent and expectations for each project element. Design criteria are specific, measurable attributes of project features that clarify the purpose of each project element and articulate how each element will contribute to the project's overall goals and objectives. Include justification and documentation of design methods applied, including assumptions that facilitated the design. Provide a summary of data output and analysis of each technical assessment required to support the proposed design elements. Full data output should be referenced to an appendix.

The Basis of Design Report must include all raw data, computational data, model output, and other reports (geotechnical, hydraulic modeling, topographic survey, wetland delineation, etc.), either as appendices or incorporated into the Design Considerations and Analysis chapter.

2b. Permitter and Stakeholder Consultation

The Basis of Design Report can include a description of regulatory and/or other public consultation activities. Review and address comments from agencies and other stakeholders in the Basis of Design Report, if comments were received. This section is optional based on proposed deliverables in the application or as outreach, feedback, and discussion with stakeholders occurs during the design process.

3. Landownership Certification Form

See Appendix C: Funded Project Forms, for more information about the Landownership Certification Form.

4. Construction Permit Applications (optional but encouraged in this stage)

Provide permit applications to the RCO grants manager or in a PRISM progress report. This step is optional at the preliminary and final design phase because, for some sponsors, this step is more practical during the construction phase. Sponsors are required to obtain all required permits before beginning any construction actions.

Final Design

Final design incorporates technical comments from stakeholders, funders, and permitters into a stand-alone and comprehensive set of final drawings, a Basis of Design report, and technical specifications for project construction. The final design process must address and resolve all substantial issues raised in the permitting and stakeholder review process so that all stakeholders agree on the final plans.

1. Final Design Drawings and Final Basis of Design Report

Revise the preliminary basis of design report and drawings to address the review and permitting comments, as needed. RCO may need additional detailed drawings to clarify the design of specific work items. Final designs should define the project elements considered essential to meet the project's goals and objectives in sufficient detail to minimize changes made during construction.

2. Construction Permit(s) (optional)

Permitting is an optional step in final design. Feedback from permitting agencies can inform the final design. Including permitting in the final design scope is a matter of timing and project complexity. Some applicants include developing permit applications in the design scopes and wait until receiving construction funding to submit permit applications. Some applicants include submitting permits in the final design scope of work. Sponsors will be asked to provide documentation with uploaded copies and permit numbers with issue dates submitted in a PRISM progress report before starting construction.

3. Construction Quantities

The design report or drawing plan will outline quantified materials, occasionally listed separately. The level of detail is dependent upon the stage of design but typically is provided initially at preliminary design and is refined at final design to ensure well developed cost estimates and bid packages.

4. Final Design Technical Specifications

The final design plans, report, or a separate document will include the technical specifications. Support all work shown on project drawings with one

or more technical specifications to further describe and/or control the work. The construction contractor should know about project materials, technical requirements, project elevations, permit requirements, or any other elements of the proposed project. Clear and detailed technical specifications reduce on-the-ground adjustments and changes that may deviate from the original project objectives.

Construction

Construction involves implementing and documenting on-the-ground restoration actions as described in approved, permitted designs. Any deviation of the approved design plans during construction should be documented on a revised set of "as-built" drawings using the original design plans as a template.

1. Construction Permit(s) (required)

Provide proof of permit receipt (e.g., copies of permits or permit numbers and issue dates) to the RCO grants manager or in a PRISM progress report.

2. Contract Bidding Documents and Conditions

If the sponsor's construction crew will build the project, then bid documents and contract conditions are not required; however, the requirements for technical specifications and a detailed list of work items (above) still apply.

Bidding documents should include a bid form, definitions, a proposed agreement (to be between the sponsor and contractor), general conditions, special provisions, technical specifications, and the project drawings (usually bound separately).

Sponsors should select contractors using good business practices, which could include selective negotiations with known contractors, public advertisement for bidding, or competitive bidding using some combination of proposed price and contractor qualifications. The contractor selection process should be objective and defensible in case of contest and follow all applicable state and required federal procurement procedures.

This step is optional for design-only grants and may be more practical during the construction phase.

3. Landowner Agreement

Landowner agreements are required for restoration projects on land that the sponsor does not own. See Appendix C: Funded Project Forms for more information about the Landowner Agreement Form.

4. As-Built Drawings and Documentation

Document all changes made during construction. "As-built drawings" is the conventional term applied to project design drawings modified by the engineer after completion of construction to document the completed project. Prepare "as-built drawings" if changes were made to the final design during construction or if the sponsor used a field-fit construction approach. Submit these drawings to the RCO grants manager after project completion. Instead of the conventional "as-built drawings" described above, RCO may allow the sponsor to submit the following as-built documentation:

- Original final designs (if no changes were made during construction)
- Original final designs with a list of change orders describing the construction changes
- A design memo from the engineer with notations on the final design/construction plans identifying the changed elements of the project with photo points and photographs showing the project after construction

5. Restoration Stewardship Plan and/or Riparian Enhancement Plan

If a sponsor completes a restoration project on land owned by someone else, a ten-year stewardship plan must be completed before the close of the project. A plan is necessary to ensure the landowner will maintain the project area at least ten years after completion. Visit the RCO website to download a Restoration Stewardship Plan Template with recommendation components.

RCO requires a Riparian Enhancement Plan to fulfill this requirement for riparian projects. See appendix F for more information about the Riparian Enhancement Plan.

Field-Fit Projects

Sponsors are expected to complete all final design project deliverables as specified above before moving to the construction stage. However, depending on the circumstances and permitting requirements, some projects may be suitable to proceed directly to construction without the full suite of required final design deliverables. Because the elements are adjusted to fit the specifics of the site as part of the construction phase rather than during final design, RCO refers to these projects as "field-fit" projects.

Field-fit projects are eligible for funding only when the proposed project meets the following criteria:

- If requesting less than $350,000 from WCRRI for restoration and design, conceptual design deliverable requirements were submitted with the application, including detailed design drawings and a written description of a preferred alternative consistent with the standards described above.
- If requesting more than $350,000 from WCRRI for restoration and design, preliminary design deliverable requirements were submitted with the application.
- The sponsor and the design team can illustrate they have extensive experience successfully implementing the project type being proposed and can provide a high-level of construction oversight.
- The project type is less complicated, with well-established methods and specifications, and a record of successful performance that suggests it can be effectively "fit in the field."
- Liability and landowner concerns are minimal, with low risk for damaging critical infrastructure (homes, bridges, railroads, nearby unstable slopes, etc.) and existing intact salmon habitat.
- Design is straightforward, requiring less detailed drawings for permitting and construction than typically would be required as part of a final design report.

If funded, all field-fit projects must still, at a minimum, do the following:

- Obtain all required construction permits.

- Result in post-construction deliverables before closing, including as-built drawings and an updated Basis of Design Report based on final field implementation.

If requesting funding for a field-fit project based on the above criteria, indicate this on the application and consult with a grants manager about the planning deliverables that will be submitted to RCO before construction.

Depending on the project specifics and Technical Review Panel recommendations, the project may not be appropriate for the field-fit pathway. The sponsor may need to provide additional design deliverables for review before receiving construction funding. A description of the required deliverables will appear in the special conditions section of the grant agreement. Alternatively, the sponsor may be required to complete additional design deliverables as part of a stand-alone planning project before applying for construction funding.

Appendix F: Riparian Enhancement Plan

Overview

The riparian enhancement plan serves as a standard design report and visual design plan tailored to the short- and long-term methods used to restore riparian areas and establish functional riparian habitat. The plan serves as an adaptable, long-term planning and tracking document developed at the initial implementation phase and resubmitted for future phases of stewardship funding until a project site is fully established.

Though a sponsor may use similar techniques and approaches across project sites and watersheds, the plan is site-specific and created for all separate sites (typically at the landowner level) in a funded project. An applicant with a geographic envelope project will produce plans for top priority properties and subsequently for properties incorporated during the project.

Plan Elements

RCO strongly encourages an applicant to submit a plan with as many of the required elements as possible with the initial application to allow the Technical Review Panel to evaluate effectively a project's impact and likelihood of success. At a minimum, the applicant must provide conceptual drafts of elements described by the initial application deadline. Additional detail may be requested through the technical review by the revised application deadline.

The information below lists the key elements of a plan including when, at a minimum, each element is expected in riparian habitat or stewardship projects. Ideally, the applicant requesting funding for stewardship of existing riparian habitat enhancement sites already will have the site-specific planning work and elements to meet this requirement. If the plan does not exist for a proposed

stewardship project, the applicant is expected to include the plan elements described below by the initial application deadline.

Plan Element Deadlines

Riparian Habitat Projects (Initial Implementation)

- **Existing Conditions Assessment**–Draft due by application site visit. Final due before restoration. Materials are due two weeks before application site visit.
- **Restoration Objectives**–Draft due by application site visit. Final due before restoration.
- **Plan Map**–Draft due by application site visit. Final due before restoration.
- **Site Preparation Methods**–Draft due by application site visit. Final due before restoration.
- **Riparian Planting Methods**–Draft by application site visit. Final before restoration.
- **Implementation Monitoring**–Draft after completion of restoration. Final by closing.
- **Post-Implementation Maintenance**–Draft after completion of restoration. Final by closing.
- **Adaptive Management**–Draft due after completion of restoration. Final due by closing.
- **As-Built Documentation**–Due before closing.
- **Stewardship Activity Report**–Not applicable.

Riparian Stewardship Projects

- **Existing Conditions Assessment**–If available, original conditions assessment due by application site visit, including an update of current conditions.
- **Restoration Objectives**–If available, original objectives due by application site visit, including an update if objectives have changed.

- **Plan Map**–Original project maps due by application site visit. If they are not available, create a map of the estimated original restoration area before application site visit. Provide updated maps of stewardship activities if helpful by application site visit.
- **Site Preparation Methods**–Attach original site preparation information by application site visit. If not available, focus on post-implementation maintenance below.
- **Riparian Planting Methods**–Attach original treatment methods by application site visit. If not available, focus on post-implementation maintenance below.
- **Implementation Monitoring**–Attach original monitoring plan by application site visit. If not available, development of implementation monitoring approach due by closing. Provide update on monitoring results by application site visit.
- **Post-Implementation Maintenance**–Due by application site visit. If not available, a plan for post-implementation maintenance activities due before starting stewardship activities.
- **Adaptive Management**–Due by application site visit. If not available, the adaptive management approach is due before closing.
- **As-Built Documentation**–Attach original as-built documentation by application site visit.
- **Stewardship Activity Report**–Description of final stewardship activities due before closing.

Invasive Species Control Projects

- **Existing Conditions Assessment**–If available, original conditions assessment due by application site visit, including an update of current conditions.
- **Restoration Objectives**–Draft due by application site visit. Final due before restoration.
- **Plan Map**–Draft due by application site visit. Final due before restoration.

- **Invasive Species Management Methods and Treatment Schedule**–Draft by application site visit. Final before restoration. Updated before closing, as necessary.
- **Implementation Monitoring**–Draft due by application site visit. Final by closing.
- **Adaptive Management**–Draft due by application site visit. Final due by closing.
- **Post-Implementation Outcomes**–Final by closing.

Element Descriptions

Existing Conditions Assessment

Describe the conditions of the project area. Include the following details as appropriate:

- The current level of conservation protection of the project site (e.g., publicly owned, nonprofit fee ownership, conservation easements) or future conservation protection plans in process.
- The current use of the riparian area.
- Climate: precipitation and aridity zone.
- Water quality concerns, including 303(d) listed impairments or total maximum daily load directives.
- If temperature is a limiting factor, describe the stream reach's aspect (cardinal direction), channel width, location in the watershed, surrounding topography, and how, if feasible, the riparian area at the project site addresses the impacts of temperature.
- Condition of native plant community and its successional stage.
- Overview of soil types and their conditions from current or previous land use.

- Overview of site ground and surface hydrology and condition. Discuss potential irrigation demand, including climate change considerations. Anticipated flood frequency or inundation zones.
- Local and surrounding topography and channel migration zone as it influences riparian function.
- Access for equipment and crews.
- Other local constraints to achieving riparian establishment and long-term restoration such as onsite or adjacent land use or natural processes.

Restoration Objectives

Use SMART objectives (Site-specific, Measurable, Achievable, Relevant, Timebound) to define the riparian ecosystem functions to be restored and tie them to site-specific limiting factors for salmon that use the site. Define the performance measures used to determine successful establishment outcomes via implementation monitoring. The example below is one way to illustrate objectives and link them to performance measures.

Enhancement Method: Control of invasive plants (site preparation), ten acres planted, mixed deciduous and conifer

- **Primary Objective:** Future large woody material recruitment to support in-stream habitat complexity for rearing and sorting gravel for salmon spawning
- **Secondary Objective:** Invasive weed suppression to promote native riparian plant diversity
- **Time-Based Performance Measures:**
    - X percent planting survival at five years
    - X percent ground cover at fifteen years
    - Dominant conifers measure at least X" DBH at fifteen years
    - <X percent invasive species cover suppression at twenty years
    - Dominant conifer species thinned to number/acre with established native understory at twenty-five years

Enhancement Method: Two hundred acres alder thinned, planted conifer understory

- **Primary Objective:** Provide thermal protection of stream to reduce summer rearing mortality
- **Secondary Objective:** None
- **Time-Based Performance Measures:**
    - Alder density reduced to number/acres at five years
    - X percent planting survival at five years (i.e., trees, shrubs, herbaceous ground cover, grasses, sedges, rushes)
    - Number acre density and X percent cover of conifer at fifteen years
    - Dominant conifer species thinned to number/acre at twenty-five years

Plan Map

The plan map serves as the project's restoration design drawings. Individual plan maps illustrate site preparation and enhancement activities in detail (e.g., plant removal, soil preparation, beaver dam analogs, large woody materials, bank shaping, planting, overstory thinning). However, at a minimum, a plan map illustrates the expected post-restoration implementation condition. Important elements of a plan map or maps include the following:

- Property boundaries
- Labelled surface water features and floodplain extent
- Site elevations relative to the channel
- Existing functional vegetation that will remain as part of the activities
- Recent aerial imagery
- Map scale and delineated Site Potential Tree Height, if applicable
- Polygons or other visual representation of restoration activities (e.g., planting, in-stream elements, fencing)

- Delineate different habitat zones (e.g., gravel bar, shoreline, riparian, terrace, wetland, upland)
- Monitoring information if applicable (e.g., photo points, transects)
- Legends as necessary

Site Preparation Methods

Describe the site preparation needed as part of the overall riparian establishment objectives, including preparation type, methods used, frequency, and expected duration. In some cases, these elements may be the only necessary actions before moving into a maintenance phase (e.g., alder thinning with adequate conifer understory). In other cases, initial preparation can take years before an activity such as planting is possible (e.g., knotweed monoculture). Provide a plan map and/or design-level plans (appendix E) of significant site preparation elements as necessary. Examples include the following:

- Invasive plant control (e.g., mechanical, chemical, hand)
- Soil preparation (e.g., ripping, disking), amendments (mulching, etc.)
- Overstory species thinning (e.g., alder conversion, pre-commercial thinning)
- Other project elements, such as in-stream work (e.g., beaver dam analogs for better site hydrology) or agricultural best management practices (e.g., fencing, off-stream water) that must be implemented initially to support effective riparian establishment

Riparian Planting Methods

If riparian planting is a component of the project, provide the following detail:

- Species list, separated by plant community zones if more than one on site. For each zone provide the following information:
    - Describe if using seed and stock sourced from across the species' geographic and elevational ranges.
    - Stock type (seed, bareroot, potted plus age or size class)
    - Quantity and planting density for each species and/or planting zone

- Planting methods
- Planting seasons
- Herbivory protection or exclusion
- Sun and wind protection (shade cloth)
- Irrigation and watering installation
- Other methods as appropriate

Invasive Species Management Methods and Treatment Schedule

- Species list, separated by plant community zones if more than one on site. If multiple treatment sites, provide one document that contains as much site-level details as possible.
- Treatment methods and protocol
- Treatment schedule
- Monitoring and photo points
- Other methods as appropriate

Implementation Monitoring

Implementation monitoring or tracking riparian establishment is an eligible expense as part of a restoration or stewardship project. Describe the methods and metrics used to track how the project's SMART restoration objectives are performing. Consider how the performance measures may change as a riparian project matures with time and stewardship and maintenance activities. Examples include the following:

- Annual counts on set transects to estimate percent survival and invasive species cover
- Densiometer or drone imagery to assess canopy cover and light penetration
- Photograph points to illustrate native growth and invasives suppression
- LiDAR imagery showing native canopy cover

Post-Implementation Maintenance

Post-implementation maintenance (referred to as "stewardship," for planting projects) is the long-term strategy that starts after completing initial restoration treatments. Regardless of who takes long-term responsibility, it is important for the sponsor to illustrate an understanding of the steps to establish functioning and self-sustaining riparian conditions over time. This element will include a detailed schedule of maintenance activities chronologically appropriate to the different stages of riparian establishment and who is responsible for funding, planning, and completing maintenance actions.

List and describe proposed management practices. Consider organizing information into a table or other visual (e.g., Gantt chart). At a minimum, describe the practice, its planned frequency (e.g., three times in spring and summer seasons), the likely duration (e.g., five years), and the expected timeframe (e.g., years five through twenty). Consider the entire establishment period for the site, how the management may change as the site matures, and potential changes due to climate change as it is currently understood. For example, a list of methods for maintaining a young dense planting (years zero to five); then a list of intermediary methods (years five through fifteen) such as continued competitive invasive plant removal or replanting significant mortality or removing irrigation; and late stage (years fifteen through thirty) techniques such as overstory thinning for health and diversity or herbivory protection removal.

Examples of long-term maintenance and establishment practices are as follows:

- Controlling weeds and mulching
- Replacing or removing herbivory protection (tubes, fencing)
- Removing irrigation infrastructure no longer needed
- Adaptive re-planting such as changing species in areas of high mortality due to changes in climate, localized soil hydrology, or bad stock
- Adaptive under-planting such as incorporating species that better establish under canopy previously planted (e.g., cedar, hemlock)
- Thinning dominant overstory species to allow release and facilitate understory development
- Managing beaver dams (pond levelers, temporary relocation)

- Adapting planting, removal, or rescue planting due to planned or adaptive restoration techniques on site (e.g., planned channel reconfiguration through an establishing riparian forest)

Invasive Species Post-Implementation Outcomes

This deliverable is an overall update of an invasive species riparian enhancement plan following project activities. It includes, as necessary, updating maps of treatment area, final project treatment metrics (acres, streamside miles treated), discussion of qualitative results of treatment if data is available, changes of protocol due to adaptive management, and an updated treatment schedule if control or removal was not completed during this phase. This updated riparian enhancement plan provides the basis of future project phase applications.

Adaptive Management

Describe how the sponsor will adapt site management as part of the post-implementation maintenance discussion or in a separate section, if the site does not achieve restoration objectives as determined by implementation monitoring. List typical or known site-specific challenges to riparian establishment and propose adaptive management approaches or contingencies.

Examples of adaptive management are as follows:

- Due to the low gradient of the stream and presence of beavers in the watershed, beaver colonization is highly probable. Although beaver pond levers will be considered, in the case of wetland formation and loss of dry-site type riparian species, replanting with wetland-type vegetation or allowing natural recruitment will be considered. High-value trees on site will be protected from beaver browse by wire mesh.

- In the case of heavy mortality of a single species, replanting with a different seed source of that species or planting a different species altogether will be considered.

As-Built Documentations

Update the riparian enhancement plan if implementation resulted in significant changes from what was proposed. Update design drawings, maps, site preparation, treatment method, and monitoring elements of the plan as necessary.

Stewardship Activity Report

This is a written report that documents activities implemented as part of the stewardship project. If adaptive management was a significant factor, document the changes implemented on site. Provide implementation monitoring results to show how the site is achieving restoration objectives.

Definitions

Riparian area:[12] A defined area encompassing both sides of a water body, composed of aquatic ecosystems (i.e., the river or stream), riparian ecosystem, and riverine wetlands. Riparian areas are three dimensional: longitudinal up and down streams, lateral to the width of the riparian ecosystem, and vertical from below the water table to above the canopy of mature site-potential trees.

Riparian ecosystem:[13] Riparian ecosystems are transitional between terrestrial and aquatic ecosystems and are distinguished by gradients in biophysical conditions, ecological processes, and biota. They are areas through which surface and subsurface hydrology connect waterbodies with their adjacent uplands. They include those portions of terrestrial ecosystems that significantly influence exchanges of energy and matter with aquatic ecosystems (i.e., a zone of influence). This definition of riparian ecosystem does not include adjacent waters (i.e., river or streams, but does include riverine wetlands) and recognizes the riparian zone as a distinctive area within riparian ecosystems.

Riparian Management Zone:[14] A delineable area defined in a land-use regulation; often synonymous with riparian buffer. For the purposes of this document, the riparian management zone is defined as the area that has the potential to provide full riparian functions. In many forested regions of the state this area occurs within one, two-hundred-year Site Potential Tree Height measured from the edge of the stream channel. In situations where a channel migration zone is present, this occurs within one Site Potential Tree Height measured from the edges of the channel migration zone. In non-forest zones the

[12]NRC (National Research Council). 2002. Riparian areas: functions and strategies for management. The National Academies Press, Washington, D.C. https://doi.org/10.17226/10327.
[13]Quinn, T., G.F. Wilhere, and K.L. Krueger, technical editors. 2020. Riparian Ecosystems, Volume 1: Science Synthesis and Management Implications. Habitat Program, Washington Department of Fish and Wildlife, Olympia. p.292
[14]NRC (National Research Council). 2002. Riparian areas: functions and strategies for management. The National Academies Press, Washington, D.C. https://doi.org/10.17226/10327.

riparian management zone is defined by the greater of the outermost point of the riparian vegetative community or the pollution removal function, at one hundred feet.